User's Guide

Satellite® 1715XCDS

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- To use bookmarks, click the Bookmarks tab, then click the plus sign (+) next to the bookmark icon to display topics in that chapter. Click the minus (-) sign to collapse again.
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For more information, select Help > Reader Guide from the Adobe Acrobat window.

If you need assistance:

- www.pcsupport.toshiba.com
- InTouch℠ Center

  Calling within the United States (800) 457-7777

  Calling from outside the United States (949) 859-4273

For more information, see Chapter 7 on page 157 in this guide.

C492-0800M1

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FCC Notice "Declaration of Conformity Information"

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE: Only peripherals complying with the FCC Class B limits may be attached to this computer. Operation with non-compliant peripherals or peripherals not recommended by Toshiba is likely to result in interference to radio and TV reception. Shielded cables must be used between the external devices and the computer's serial port, parallel port, video port, USB port, PS/2™ port and microphone jack. Changes or modifications made to this equipment not expressly approved by Toshiba or parties authorized by Toshiba could void the user's authority to operate the equipment.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference.
- This device must accept any interference received, including interference that may cause undesired operation.

Contact:

Toshiba America Information Systems, Inc.
9740 Irvine Blvd.
Irvine, CA 92618-1697
(949) 583-3000

Industry Canada Requirement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conformé à la norme NMB-003 du Canada.

FCC Requirements

The following information is pursuant to FCC CFR 47, Part 68 and refers to internal modems.

Installation

When you are ready to install or use the modem, call your local telephone company and give them the following information:

- The telephone number of the line to which you will connect the modem.
- The FCC registration number of the modem.
- The ringer equivalence number (REN) of the modem, which is 0.6B.

The modem connects to the telephone line by means of a standard jack called the USOC RJ11C.

Type of Service

Your modem is designed to be used on standard-device telephone lines. Connection to telephone company-provided coin service (central office implemented systems) is prohibited. Connection to party lines service is subject to State tariffs. If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

If Problems Arise

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC. In the event repairs are ever needed on your modem, they should be performed by Toshiba America Information Systems, Inc. or an authorized representative of Toshiba America Information Systems, Inc.

Disconnection

If you should ever decide to permanently disconnect your modem from its present line, please call the telephone company and let them know of this change.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity or individual sending the message and the telephone number of the sending machine or such business, other entity or individual.

In order to program this information into your fax modem, you should complete the setup for your fax software before sending a message.

Instructions for IC CS-03 certified equipment

1 NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

2 The user manual of analog equipment must contain the equipment's Ringer Equivalence Number (REN) and an explanation notice similar to the following:

The Ringer Equivalence Number (REN) of this device is 0.3.

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

3 The standard connecting arrangement (telephone jack type) for this equipment is jack type(s): USOC RJ11C.

CD-ROM Safety Instruction

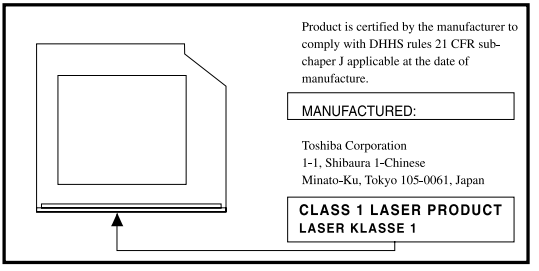
The CD-ROM drive employs a laser system. To ensure proper use of this product, please read this instruction manual carefully and retain for future reference. Should the unit ever require maintenance, contact an authorized service location.

Use of controls, adjustments or the performance of procedures other than those specified may result in hazardous radiation exposure.

To prevent direct exposure to the laser beam, do not try to open the enclosure.

Location of the required label

(Sample shown below. Location of the label and manufacturing information may vary.)


Product is certified by the manufacturer to comply with DHHS rules 21 CFR sub-chaper J applicable at the date of manufacture.
MANUFACTURED:
Toshiba Corporation
1-1, Shibaura 1-Chinese
Minato-Ku, Tokyo 105-0061, Japan
CLASS 1 LASER PRODUCT
LASER KLASSE 1

CAUTION: This appliance contains a laser system and is classified as a "CLASS 1 LASER PRODUCT." To use this model properly, read the instruction manual carefully and keep it for your future reference. In case of any trouble with this model, please contact your nearest "AUTHORIZED service station." To prevent direct exposure to the laser beam, do not try to open the enclosure.

CLASS 1 LASER PRODUCT
LASSER KLASSE 1

Use of controls or adjustments or performance of procedures other than those specified in the owner's manual may result in hazardous radiation exposure.

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Introduction

Welcome to the world of portable computing. With your new Toshiba Satellite® computer, your work can accompany you wherever you go.

Microsoft® Windows® Millennium Edition is already installed on your computer. It offers exciting new features and easy Internet access.

This guide

This guide introduces the computer's features. You can:

- Read the entire guide from beginning to end.
- Skim through and stop when a topic interests you.
- Use the table of contents and the index to find specific information.

If you are new to computers, or have not used a notebook computer before, read through Part I to familiarize yourself with the parts of the computer. After that, seek out whatever interests you most.

Safety icons

This manual contains safety instructions that must be observed in order to avoid potential hazards that could result in personal injuries, damage to your equipment, or loss of data. The safety cautions have been classified according to the seriousness of the risk, and the following icons highlight these instructions as follows:

DANGER: This icon indicates the existence of a hazard that could result in death or serious bodily injury if the safety instruction is not observed.

WARNING: This icon indicates the existence of a hazard that could result in bodily injury if the safety instruction is not observed.

CAUTION: This icon indicates the existence of a hazard that could result in damage to equipment or property if the safety instruction is not observed.

NOTE: This icon indicates information that relates to the safe operation of the equipment or related items.

Other icons used

Additional icons highlight other helpful or educational information:

TECHNICAL NOTE: This icon provides technical information about the unit.

HINT: This icon denotes helpful hints and tips.

DEFINITION: This icon indicates the definition of a term used in the text.

Other documentation

In addition to this user's guide, your computer comes with the following documentation:

- An electronic version of the user's guide. Look for the user's guide icon on your desktop or install it from your Configuration Builder CD provided with your computer.
- Guides for other programs that may come preinstalled on your computer or available for installation on your Configuration Builder CD.
- The *Toshiba Accessories Catalog*, which lists accessories available from Toshiba and explains how to order them.
- The Windows Millennium Edition documentation which explains the features of the operating system.

Service options

Toshiba offers a full line of service options built around its SelectServ™ warranty programs. See the warranty and service material included with your computer for registration information.

If you have a problem or need to contact Toshiba, see If Something Goes Wrong on page 158.

PART I

GETTING TO KNOW YOUR COMPUTER

What is in Part I

This part explains the components of your Satellite computer and how to use them. Many details and technical information can be found in Part III. Do not hesitate to skip around. Guides such as this one are not meant to be read from cover to cover.

Chapter 1

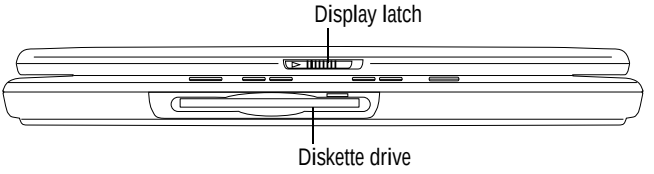
Finding Your Way Around

This chapter presents a “grand tour” of your Satellite computer. It serves as a reference when you need to locate specific parts of the computer.

Making sure you have everything

Before doing anything else, consult the Quick Start card that shipped with your computer to make sure you received everything. If any items are missing or damaged, notify your dealer immediately. For additional help, see If you need further assistance on page 190.

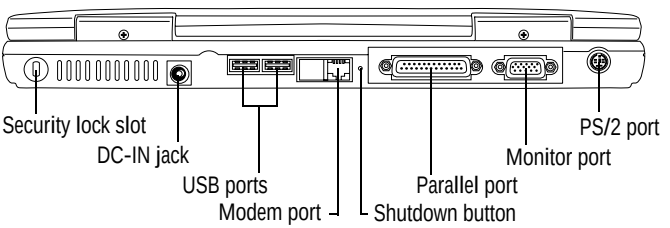
Front with the display closed



The display latch keeps the display panel closed and locked. To open the display panel, slide the latch to the right and raise the panel.

The diskette drive allows you to use either high-density or double-density 3.5-inch diskettes.

Back



The security lock slot allows you to attach an optional PORT- Noteworthy® computer cable lock to secure the computer to a large, heavy object, such as your desk.

The DC-IN jack is where you plug in the AC adapter. For more information, see Connecting the AC adapter on page 39.

The USB (Universal Serial Bus) ports allow you to connect USB peripherals to your computer, such as a keyboard, pointing device or monitor.

DEFINITION: USB is a peripheral expansion standard that supports a data-transfer rate of up to 12 Mbps. USB peripherals have a single standard for cables and connectors.

The USB standard allows you to install and remove USB devices while the computer is on. Switching devices without turning off the computer is called "hot swapping."

The modem port lets you use a modular phone cable to connect the modem directly to a standard telephone line. For more information on using the modem, see Connecting the modem to a telephone line on page 80.

The PS/2™ port allows you to connect an optional PS/2-compatible mouse or external keyboard.

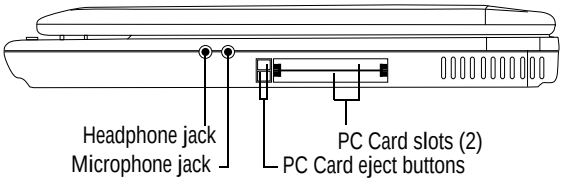
The shutdown button, accessed through the small hole, allows you manually shut down your computer.

The parallel port lets you connect a parallel printer, or other parallel device, including ECP-compatible devices.

DEFINITION: ECP (Extended Capabilities Port) is a parallel-port standard for PCs that support bi-directional communication between the PC and attached devices (such as a printer).

The monitor port allows you to connect an external monitor.

Right side



The 3.5 mm headphone jack lets you connect stereo headphones or other audio-output device, such as external speakers. Connecting headphones or other devices to this jack automatically disables the internal speakers.

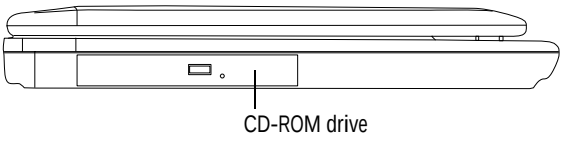
The 3.5 mm microphone jack lets you connect an external monaural microphone or other audio-input device.

The two stacked PCMCIA-compatible PC Card slots allow you to install additional devices. Each slot can accommodate a Type I or Type II PC Card. Both slots are required to install a Type III PC Card. For more information, see Using PC Cards on page 76.

CAUTION: Keep foreign objects out of the PC Card slots. A pin or similar object that accidentally gets into a slot can damage the computer's circuitry.

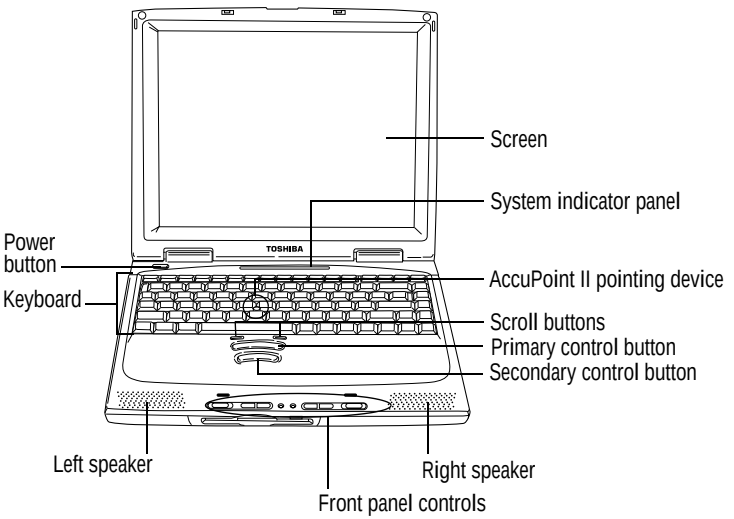
The PC Card eject buttons allow easy removal of PC Cards.

Left side



The CD-ROM drive allows you to install and run programs from application CD-ROMs. You can also use it to play audio CDs.

Front with the display open



The power button turns the computer on and off.

The keyboard provides all the functionality of a full-size keyboard. For more information, see Using the keyboard on page 61.

The left speaker lets you hear the computer's audio output — such as system alarms associated with your software and music from audio CDs.

The screen is a 13.0-inch diagonal, DSTN color liquid crystal display (LCD) with 800 x 600 resolution.

DEFINITION: DSTN (Dual SuperTwist Nematic) is a passive-matrix LCD technology that uses two display layers to counteract the color shifting that occurs with conventional supertwist displays.

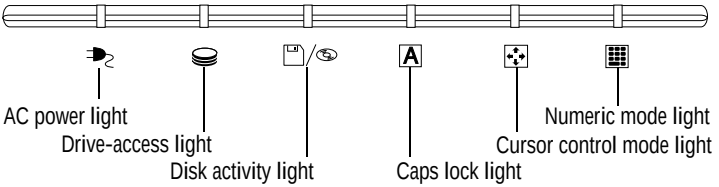
The lights on the system indicator panel provide information about various keyboard and system functions.

The computer's pointing device comprises an AccuPoint® II pointing device and four control buttons. The AccuPoint II allows you to position the cursor on the screen. The control buttons work with the AccuPoint II. The larger button acts as the primary button on a mouse. The smaller button acts as the secondary mouse button. The two small buttons permit scrolling. For more information, see Using the AccuPoint II pointing device on page 44.

The right speaker lets you hear the computer's audio output — such as system alarms associated with your software and music from audio CDs.

The front panel controls allow convenient use of the CD player, or can launch your favorite programs. For more information, see Front panel controls on page 22.

System indicator panel



The AC power light glows green when the computer is connected to an AC power source.

The drive-access light flashes green when the hard disk drive, diskette drive, or CD-ROM drive is being accessed.

The disk activity light flashes green when the diskette drive or the CD-ROM drive is being accessed.

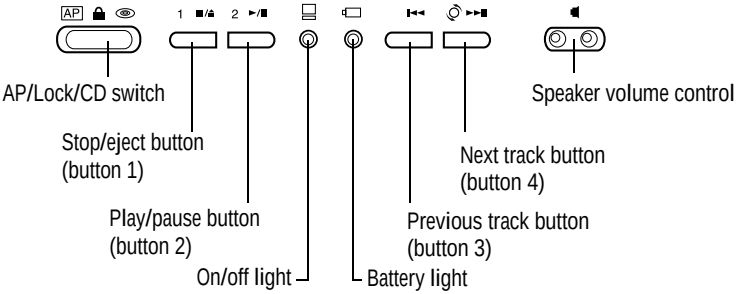
CAUTION: Never turn off the computer while any of the drives are in use. Doing so may result in a loss of data.

The numeric mode light glows when the numeric overlay is on. When this light is on, pressing an overlay key types the number printed on the right front of the key instead of typing the letter printed on the top of the key.

The cursor control mode light glows when the cursor control overlay is on. When this light is on, pressing an overlay key moves the cursor in the direction of the white arrow printed on the left top of the key instead of typing the letter printed on the key.

The caps lock light glows when you press the Caps Lock key. When this light is on, pressing a letter key on the keyboard produces an uppercase (capital) letter.

Front panel controls



The lights on the front panel provide information about various system functions.

The on/off light glows green when the computer is on.

The battery light indicates the main battery's current charge.
It glows green when the battery is fully charged.
It flashes green while the battery is being charged.
It glows red when the charge is below 10 percent.
It flashes red when the charge reaches 2 percent.
It does not glow if the external power source is disconnected or if the battery is completely discharged.

The front panel controls perform several functions, depending on the position of the AP/Lock/CD switch.

The AP/Lock/CD switch has three different positions:

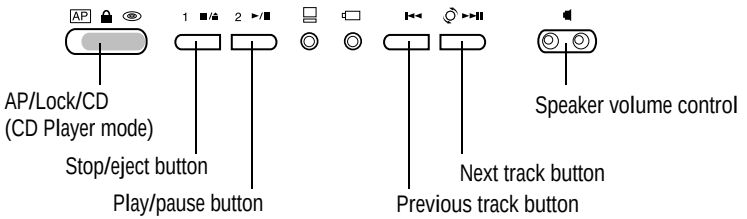
- When the switch is in AP mode, the buttons act as hot keys and launch a predefined program of your choice. For more information on programming and using the buttons, see Using the front panel control buttons on page 65.
- When the switch is in Lock mode, the four front panel control buttons (stop/eject, play/pause, previous track, next track) are disabled.

- When the switch is in CD mode, the EZ CD Player launches, and the buttons control playing the CD. For more information on using these buttons to play a CD, see CD Player features on page 23.

NOTE: You can play a CD even when the computer is off by sliding the AP/Lock/CD switch to CD.

EZ CD Player starts playing the CD. The front panel control buttons can be used to control playing the CD.

CD Player features



With the computer off or on, slide the AP/Lock/CD button to the right to enable the EZ CD player.

If the computer is off, The CD-ROM drive starts up and begins playing the first track.

If the computer is on, the EZ CD Player window opens. You can control playing the CD using the buttons on your computer or by clicking the CD Player buttons in the EZ CD Player window.

In CD mode, the front panel control buttons have the following functions:

The stop/eject button stops the disc if it is playing, or opens the CD-ROM drive tray.

The play/pause button starts playing the current track in the CD-ROM drive, or pauses an already playing track.

The previous track button returns to the beginning of the preceding track on the disc.

The next track button skips to the beginning of the following track on the disc.

NOTE: The four control buttons only work with the EZ CD Player.

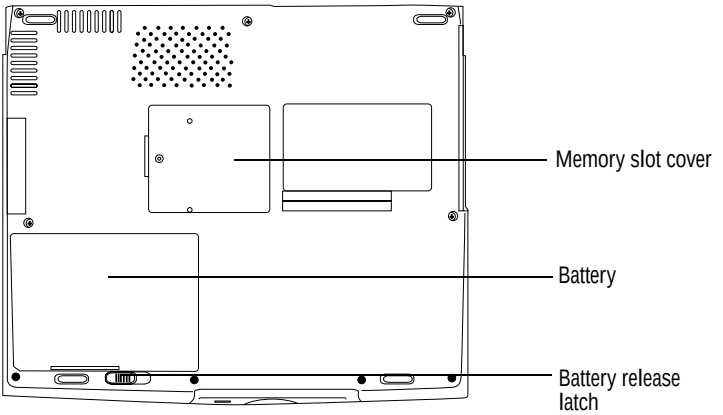
You can use Windows' Media Player to play a CD, however, you can only use the status display window to control the CD functions.

TECHNICAL NOTE: It is possible to use the front panel control buttons to play a CD using EZ CD Player, and use Windows Media player to play the same CD simultaneously.

We recommend that you use only one player at a time.

The speaker volume control adjusts the stereo speaker volume. Press the left side to decrease volume. Press the right side to increase volume.

Bottom



The memory slot cover protects the expansion memory module. For more information about expansion memory modules, see Installing additional memory (optional) on page 34.

The battery provides DC power to the computer. For information about replacing the battery, see Changing the main battery on page 92.

The battery release latch secures the battery to the computer and prevents it from falling out.

Chapter 2

Getting Started

This chapter provides tips for working comfortably, describes how to connect components, and explains what to do the first time you use your notebook computer.

Selecting a place to work

Your computer is portable and designed to be used in a variety of circumstances and locations.

Creating a computer-friendly environment

Place the computer on a flat surface which is large enough for the computer and any other items you need to use, such as a printer. Leave enough space around the computer and other equipment to provide adequate ventilation and prevent overheating.

To keep your computer in prime operating condition, protect your work area from:

- Dust, moisture, and direct sunlight.
- Liquids and corrosive chemicals.

CAUTION: If you spill liquid into the computer, turn it off, unplug it from the AC power source, and let it dry out completely before turning it on again.

If the computer does not operate correctly after you turn it back on, contact a Toshiba-authorized service provider.

- Equipment that generates a strong electromagnetic field, such as stereo speakers (other than speakers that are connected to the computer) or speakerphones.
- Rapid changes in temperature or humidity and sources of temperature change such as air conditioner vents or heaters.
- Extreme heat, cold, or humidity. Operate the computer within a temperature range of 41 degrees to 95 degrees F (5 degrees to 35 degrees C) and 10% to 90% noncondensing humidity.

Keeping yourself comfortable

Strain and stress injuries are becoming more common as people spend more time using their computers. However, with a little care and proper use of the equipment, you can work comfortably throughout the day.

This section provides hints on avoiding strain and stress injuries. For more information, consult books on ergonomics, repetitive-strain injury, and repetitive-stress syndrome.

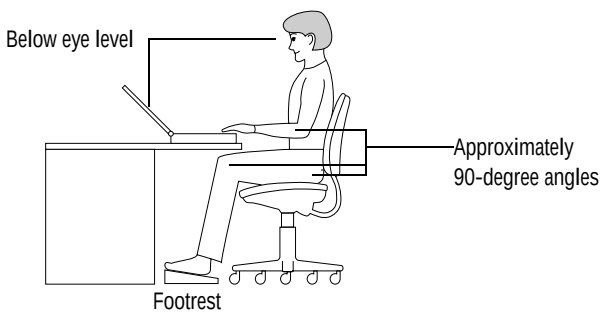
Placement of the computer

Proper placement of the computer and external devices is important to avoid stress-related injuries.

- Place the computer on a flat surface at a comfortable height and distance. You should be able to type without twisting your torso or neck, and look at the screen without slouching.
- If you are using an external monitor, the top of the screen should be no higher than eye level.
- If you use a paper holder, set it at about the same height and distance as the screen.

Seating and posture

When using your computer, maintain good posture with your body relaxed and your weight distributed evenly. Proper seating is a primary factor in reducing work strain. Some people find a backless chair more comfortable than a conventional chair.



Correct posture and positioning of the computer

Whichever type you choose, use the following guidelines to adjust your chair for maximum computing comfort.

- Position your chair so that the keyboard is at or slightly below the level of your elbow. You should be able to type comfortably with your shoulders relaxed and your forearms parallel to the floor.

If you are using a conventional chair:

- Your knees should be slightly higher than your hips. If necessary, use a footrest to raise the level of your knees and ease the pressure on the back of your thighs.
- Adjust the back of your chair so that it supports the lower curve of your spine. If necessary, use a cushion to provide extra back support. Lower-back-support cushions are available at many office supply stores.
- Sit with your back straight so that your knees, hips, and elbows form approximately 90-degree angles when you work. Do not slump forward or lean back too far.

Lighting

Proper lighting can improve the visibility of the display and reduce eyestrain.

- Position the display panel or external monitor so that sunlight or bright indoor lighting does not reflect off the screen. Use tinted windows or shades to reduce glare.
- Avoid placing your computer in front of a bright light that could shine directly in your eyes.
- If possible, use soft, indirect lighting in your computer work area.

Arms and wrists

- Avoid bending, arching, or twisting your wrists. Keep them in a relaxed, neutral position while typing.
- Exercise your hands, wrists, and arms to improve circulation.

WARNING: Using the computer keyboard incorrectly may result in discomfort and possible injury. If your hands, wrists, and/or arms bother you while typing, stop using the computer and rest. If the discomfort persists, consult a physician.

Work habits

The key to avoiding discomfort or injury from strain is to vary your activities. If possible, schedule a variety of tasks into your work day. Finding ways to break up the routine can reduce stress and improve your efficiency.

- Take frequent breaks to change position, stretch your muscles, and relieve your eyes. A break of two or three minutes every half hour is more effective than a long break after several hours.
- Avoid performing repetitive activities for long periods. Intersperse such activities with other tasks.
- Focusing your eyes on your computer screen for long periods can cause eyestrain. Look away from the computer frequently and focus your eyes on a distant object for at least 30 seconds.

Precautions

Your Satellite computer is designed to optimize safety, minimize strain, and withstand the rigors of travel. However, you should observe certain precautions to further reduce the risk of personal injury or damage to the computer.

- Avoid prolonged physical contact with the underside of the computer.

  If the computer is used for long periods, its case can become very warm. While the temperature may not feel too hot to the touch, if you maintain physical contact with the computer for a long time (if you rest the computer on your lap, for example), your skin might suffer low-heat injury.

- Never apply heavy pressure to the computer or subject it to sharp impacts. Excessive pressure or impact can damage computer components or otherwise cause your computer to malfunction.

- Some PC Cards can become hot with prolonged use. If two cards are installed, both can become hot even if only one is being used. Overheating of a PC Card can result in errors or instability in its operation.

  Be careful when you remove a PC Card that has been used for a long period.

- Don't spill liquids into the computer's keyboard.

  If you do spill a liquid that gets into the keyboard, turn off the computer immediately. Leave the computer turned off overnight to let it dry out before you use it again.

- Don't turn off the computer if a drive light indicates a drive is active.

Turning off the computer while it is reading from or writing to a disk may damage the disk, the drive, or both.

- Keep the computer and disks away from objects that generate strong magnetic fields, such as large stereo speakers.

  Information on disks is stored magnetically. Placing a magnet too close to a disk can erase important files.

- Scan all new files for viruses.

  This precaution is especially important for files you receive via diskette, email, or download from the Internet. Occasionally, even new programs you buy from a supplier may contain a computer virus. You'll need a special program to check for viruses. Ask your dealer to help you.

Setting up your computer

Setting up your computer may include:

- Installing additional memory
- Connecting a mouse
- Connecting a printer
- Connecting the AC adapter

HINT: To create a complete desktop environment, see Using your computer at the office *on page 145.*

Installing additional memory (optional)

Your computer comes with enough memory to run most popular applications. However, you may want to increase the computer's memory if you use complex software or process large amounts of data.

With additional memory, the computer:

- Can run more programs and open more documents at the same time.
- Will run your Windows operating system and Windows applications faster.

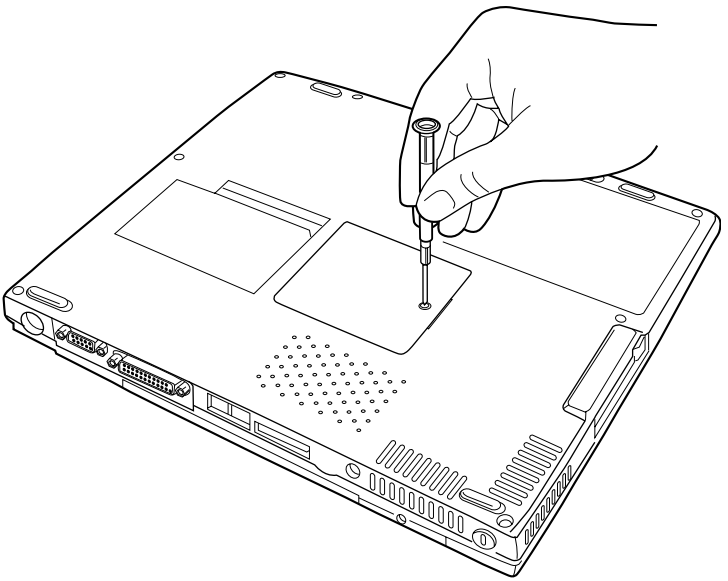
Installing a memory module

If you are adding memory after you have started to use the computer, begin at step 1. If you have not yet used the computer, skip to step 3.

1. If the computer is on, click **Start**, then click **Shut Down**.
2. In the Shut down Windows dialog box, select **Shut down**, then click **OK**.

   Windows Millennium Edition shuts off the computer.
3. Remove any cables connected to the computer.
4. Close the display panel and turn the computer upside down.

5 Remove the screw securing the memory slot cover, then remove the cover.



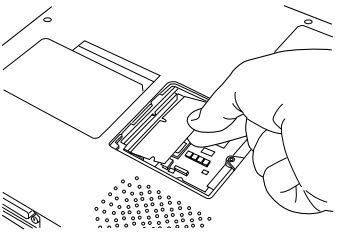
Removing the memory slot cover

CAUTION: Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

Avoid touching the connectors on the memory module or on the computer. Oil or dust on the connectors can cause memory access problems.

6 Remove the memory module from its antistatic packaging, holding it by its edges.

7 Gently slide the module into the socket.



Inserting the memory module

8 Push the module down until the latches on either side of the socket engage, securing the module in the socket.

9 Position the memory module cover on the computer and secure it with the screw.

10 Turn your computer right side up.

11 Reconnect any cables you disconnected.

When you turn on the computer, verify that it correctly recognizes the amount of memory currently installed.

Removing a memory module

To remove a memory module:

1 Perform steps 1 through 5 in Installing a memory module on page 34, to access the computer's memory socket.

2 Release the memory module by gently pressing outward on the latches on either side of the memory socket.

One edge of the module pops up.

3 Remove the memory module from the computer and store it in antistatic packaging.

CAUTION: Avoid touching the connectors on the memory module or on the computer. Grease or dust on the connectors can cause memory access problems.

4 Position the memory module cover on the computer and secure it with the screw.

5 Turn the computer right side up.

6 Reconnect any cables you removed.

When you turn on the computer, verify that it correctly recognizes the amount of memory installed.

Connecting a mouse

You may want to use a mouse or trackball instead of the computer's built-in AccuPoint II pointing device. Your Satellite computer supports USB and PS/2-compatible pointing devices.

The AccuPoint II remains operable, even if you connect a secondary pointing device to the computer.

Using a USB mouse

1 Connect the mouse cable to the USB port.

2 Install the vendor supplied software that came with the mouse, if needed.

Using a PS/2 mouse

The system cannot detect a PS/2 mouse if you connect it after starting the computer.

CAUTION: Make sure the computer is off before you attach the mouse. Connecting a PS/2 mouse with the computer's power on may damage the mouse, the computer, or both.

1. Attach the PS/2 mouse cable to the PS/2 port.
2. Refer to your mouse documentation for configuration steps.

Connecting a printer

CAUTION: Connecting the printer cable while the computer is on may damage the printer, the computer, or both.

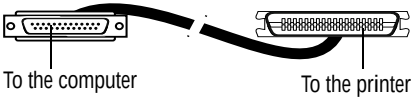
Before connecting a printer, you need to know whether it requires a serial or a parallel interface. Check the printer's documentation. If the printer can be switched between serial and parallel mode, choose parallel because it is faster.

You also need a suitable printer cable — which may come with your printer. If not, you can purchase one from a computer or electronics store.

NOTE: If your printer is ECP- or IEEE-compliant, make sure your printer cable is an IEEE 1284 cable.

The following instructions assume you have a parallel printer, which is the most common type of interface.

1 Connect the printer cable to the printer and to the computer's parallel port.



Identifying the ends of a parallel printer cable

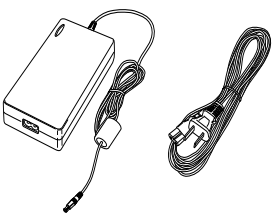
2 Plug the printer's power cable into a live AC outlet.

Refer to your printer documentation for additional configuration steps.

Connecting the AC adapter

Your computer contains a rechargeable battery pack which needs to be charged before you can use it the first time.

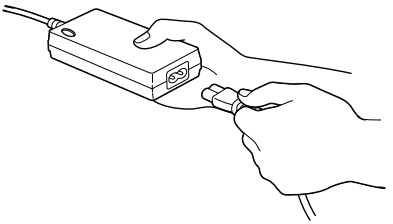
The AC adapter enables you to power the computer from an AC outlet and to charge the computer's batteries. A status light on the AC adapter glows when the device is in use.



AC adapter and power cable

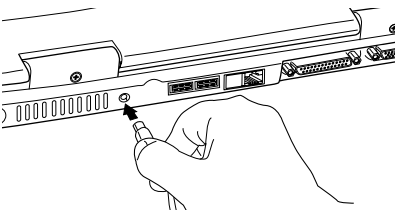
To connect AC power to the computer:

1 Connect the power cable to the AC adapter.



Connecting the power cable to the AC adapter

2 Plug the AC adapter into the computer's DC-IN jack.



Connecting the adapter to the computer

3 Connect the power cable to a live AC outlet.

If the battery is being charged, the battery light on the status panel blinks. Once the battery is fully charged the battery light remains on.

DANGER: To avoid electric shock, never modify, forcibly bend, damage, place heavy objects on top of, or apply heat to the power cable. If the power cable becomes damaged or the plug overheats, discontinue use.

Never remove the power plug from the outlet with wet hands.

CAUTION: Using the wrong AC adapter could damage your computer. Toshiba assumes no liability for any damage in such cases.

Never pull directly on the power cable to unplug it. Hold the power plug when removing the cable from the outlet.

Charging the battery

Before you can use the battery to power the computer, you must charge it. Connect the computer to a live AC outlet using the AC adapter and power cable. The battery light on the status panel flashes green to show that the battery is charging.

Once the computer is connected to a power outlet, you can charge the battery with the computer turned off or on. When the computer is turned off, the battery charges in two to three hours.

When the computer is turned on, the battery charges in four to ten hours provided the computer is not consuming full power.

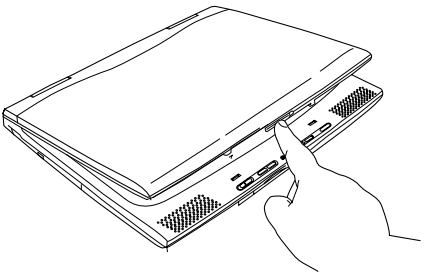
For more information on battery use, see Running the computer on battery power on page 85.

CAUTION: Once the battery is charged for the first time, avoid leaving the computer plugged in and turned off for more than a few hours at a time. Continuing to charge a fully charged battery can damage the battery.

Using the computer for the first time

Opening the display panel

Slide the display latch to the side, then lift the panel.



Opening the display panel

CAUTION: Don't force the display panel open beyond the point where it moves easily.

Never lift or move the computer by grasping the display panel.

Turning on the power

1. Make sure that the diskette drive is empty.
2. If you have a printer connected to your computer, turn the printer on and wait until it indicates that it is ready (online).
3. Turn on the computer by momentarily pressing then releasing the power button.

When you release the power button, the on/off light on the status panel turns on.

NOTE: When turning on the computer for the first time, don't turn it off until the operating system has loaded completely. Turning off the computer during its initial startup will cause an error the next time you start the computer.

When the computer is connected to an external power source, the battery light glows. If the battery is being charged, the battery light flashes.

The drive-access light flashes when the hard disk drive, diskette drive, or CD-ROM drive is accessed.

CAUTION: To avoid data loss, never turn off the computer while a drive is in use.

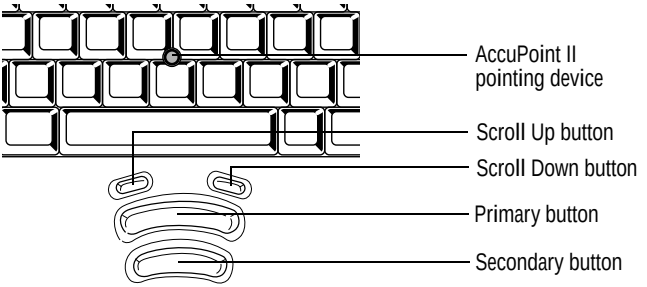
Adjusting brightness and contrast

Use the following hot key combinations to adjust the screen brightness and contrast on the Satellite computer:

Key combination	*Effect*
Fn + Up arrow key	Increases brightness
Fn + Down arrow key	Decreases brightness
Fn + Right arrow key	Increases contrast
Fn + Left arrow key	Decreases contrast

Using the AccuPoint II pointing device

The round button in the middle of the keyboard is the AccuPoint II pointing device. It enables you to move the cursor and to select items on the screen. (If you would rather use a mouse or trackball, you can connect one to the computer's USB port or PS/2 port. See Connecting a mouse on page 37.)



AccuPoint II pointing device and control buttons

To move the cursor, gently push the AccuPoint II in the direction you want the cursor to move. Pushing harder on the AccuPoint II moves the cursor faster.

The small left button performs the same function as the Page Up key.

The small right button performs the same function as the Page Down key.

When a step instructs you to click or choose an item, move the cursor to the item, then press and release the primary button. To double-click, press the primary button twice in rapid succession. The primary button usually corresponds to the left mouse button.

The function of the secondary button depends on the program you are using. It usually corresponds to the right mouse button. Check your program's documentation to find whether it uses the right mouse button.

Using a PS/2 mouse with the AccuPoint II

To set up a PS/2 mouse to work simultaneously with the AccuPoint II pointing device:

1. Click **Start**, point to **Programs**, **MouseWare**, and click **Mouse Properties**.
2. Click the **Devices** tab.
3. Under Device Information, select **AccuPoint II on the PS/2 Port**, then click **Add Device**.

   This option configures both the AccuPoint II pointing device and the PS/2 mouse to work at the same time. You must restart the computer for the setting to take effect.

TECHNICAL NOTE: The system cannot detect a PS/2 mouse if you connect it after you start the computer.

4. Click **OK**, then click **Yes** to restart the computer.

Setting up your software

The first time you turn on your computer, Windows Millennium Edition guides you through several essential steps to set up your computer.

- Select Time Zone — Select one of the time zones listed by clicking the up and down arrow keys to highlight the appropriate time zone, then click **Next** to change the setting.
- End User License Agreement — You will be prompted to complete information for Microsoft's operating system.
- Register Online — Enables you to register your computer with Toshiba online. To register your computer at a later time, select **No, I do not want to register at this time**. You can click on the registration icon on your desktop or complete the registration card that came with your computer.

  Registering your computer lets Toshiba keep you up-to-date with information about new products and upgrades, and also extends your Toshiba warranty worldwide at no charge to you.

NOTE: To perform online operations, your computer's modem must be connected to a voice-grade telephone line, or you must be connected to a local area network.

- Warranty Extensions and Upgrades — Provides important information from Microsoft

- Internet Access — Guides you through signing up for a new Internet account with AT&T WorldNet® Service, or assists you in setting up your computer to work with your existing Internet account. If you choose to sign up for Internet access with AT&T WorldNet, you will not be charged for the call.

  Toshiba and Yahoo!® have joined together to offer you a free account on Yahoo!. In order to sign up for Yahoo!, you must have an Internet access account.

Completing installation

Upon completion, you will be prompted to click **Finish** to restart your computer.

Setting up a printer

If you started your computer with a printer connected and turned on, it may have been detected automatically (Plug and Play). If this is not the case, then you must install the printer driver for the model of printer that is connected to your computer. You install the printer driver either by following the instructions indicated in your printer manual, or by using the Windows Millennium Edition Add Printer Wizard.

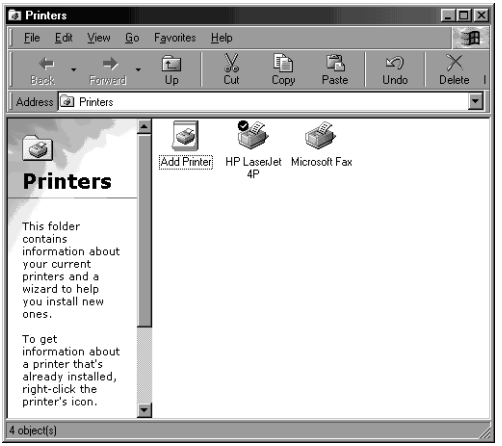
If you plan to set up a printer later, click **Cancel**.

Using the Add Printer Wizard

To set up a printer with the Add Printer Wizard:

1 Click the **Start** button, then point to **Settings**, and click **Printers**.

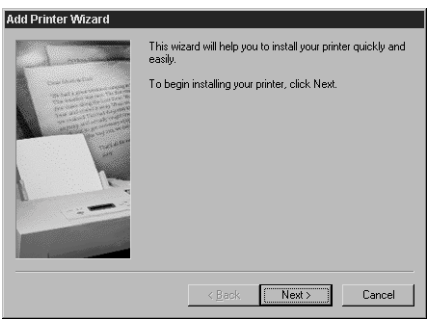
The Printers window appears.


Printers
File Edit View Go Favorites Help
Back Forward Up Cut Copy Paste Undo Delete
Address Printers
Printers
This folder contains information about your current printers and a wizard to help you install new ones.
To get information about a printer that's already installed, right-click the printer's icon.
Add Printer
HP LaserJet 4P
Microsoft Fax
4 object(s)

Printers window

2 Double-click **Add Printer**.

The Add Printer Wizard starts.


Add Printer Wizard
This wizard will help you to install your printer quickly and easily.
To begin installing your printer, click Next.
< Back
Next >
Cancel

Add Printer Wizard

3 Click **Next**.

The Add Printer Wizard asks you to select your printer.

TECHNICAL NOTE: If your printer is Plug and Play, Windows Millennium Edition recognizes it automatically. You can ignore the remainder of this section. See your printer manual.

4 If the printer you are setting up:

- ❖ Is not connected to a network, select **Local printer**.
- ❖ Is connected to a network, select **Network printer**.

5 Click **Next**.

The Add Printer Wizard prompts you to select your printer.

6 From the list of manufacturers and printers, select your printer, then click **Next**.

7 Select the port settings according to the instructions in your printer's documentation and the port to which your printer is connected, then click **Next**.

The Add Printer Wizard prompts you to enter a "friendly" printer name.

8 Enter a name for your printer.

HINT: If you are using more than one printer, make sure the name is descriptive enough to help you tell the difference.

9 To set up the printer to be:

- The default printer for Windows Millennium Edition, click **Yes**.
- Available when specifically requested, click **No**.

10 Click **Next**.

Windows Millennium Edition prompts you to print a test page.

11 If your printer is connected and turned on, click **Finish** to print a test page.

To complete the setup procedure without printing a test page, click **No**, then click **Finish**.

You are now ready to print.

12 If you requested a test page, click **OK** to print.

Depending on your program, you may see various messages indicating the status of your print job.

Customizing your computer's settings

There are several ways in which you can customize your computer to suit your particular requirements. Refer to your Windows documentation or online Help for details.

You may also wish to customize your power usage settings. There are additional custom settings you can choose.

Turning off the computer

When you power down the computer, you have three options to choose from: Shut down, Standby, and Hibernation. Each method has its advantages.

Shut down command

The Shut down command shuts the computer down completely. When you start up again, the computer runs a self-test and loads the operating system. You must open any programs and files you want to use.

Factors when choosing Shut down:

- No power is used while the computer is shut down. This is the most efficient mode if you will be away from your computer for an extended time.
- Restarting from Shut down uses the most time and battery power.
- When starting up again, the system does not automatically open programs and files you were previously using.

Standby command

The Standby command puts the computer into a power-saving mode. Standby holds the current state of the computer in memory so that, when you restart the computer, you can continue working from where you left off.

Factors when choosing Standby:

- While in Standby mode, the computer uses some battery power. A fully charged battery will last approximately eight hours in Standby mode.
- Restarting from Standby mode uses less time and battery power than restarting from Shut down or Hibernation mode.

- When starting up again, the computer returns to the mode in which you left it, including all open programs and files you were using.

NOTE: If you power down using the Standby command and the battery discharges fully, your information will be lost. Be sure to save your work first.

Hibernation command

Hibernation mode shuts the computer down completely, but it first saves the current state of the computer to the hard disk. Since Hibernation mode does not require power to maintain the saved information, the system settings are retained indefinitely. Restoring information from the hard drive takes longer than restoring it from memory. When you start up again, the computer runs a self-test, loads the operating system, and then returns to the state in which you left it.

Factors when choosing Hibernation mode:

- While in Hibernation mode, the computer uses no battery power.
- Because the state of the system is held on the hard disk, no data is lost if the battery discharges.
- Restarting from Hibernation mode uses less time and battery power than restarting from Shut down.
- Restarting from Hibernation mode uses a little more time and battery power than restarting from Standby because information is being retrieved from the hard disk instead of memory.

- When starting up again, the computer returns to the state in which you left it, including all open programs and files you were using.

TECHNICAL NOTES: Before using any of these methods to power down your computer, save your files and make sure the disk activity lights are off.

If you change your mind and decide to continue working after all, wait a few seconds before turning the computer on again.

Using Shut down

To power down the computer using the Shut down command, click **Start**, **Shut Down**, select **Shut down** from the drop down menu, then click **OK**.

The computer shuts down completely.

Shutting down more quickly

You can also shut down the computer by pressing the power button or closing the display panel.

To use either of these methods, you first need to turn on the feature in Power Options utility.

1. Open the **Start** menu, point to **Settings**, then click **Control Panel.**
2. In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.

   The System power mode settings screen appears.
3. Click the **Advanced** tab, and select the options you want.

- **When I close the lid of my portable computer**
  Set this option to **Power Off** to have the computer shut down when you close the display panel.
- **When I press the power button on my computer**
  Set this option to **Shutdown** to have the computer shut down when you press the power button.

4. Click **Apply**.
5. Click **OK**, then close the Control Panel.

Starting again after Shut down

To start the computer up again, press the power button until the on/off light changes to green.

Using Standby

To power down the computer using the Standby command, click **Start**, **Shut Down**, select **Stand by** from the drop down menu, then click **OK**.

The computer saves the status of all open programs and files to memory, turns off the display, and goes into a low-power mode. The on/off light blinks green to indicate the machine is in Standby mode.

Going into Standby mode more quickly

You can also put the computer into Standby mode by either pressing the power button or closing the display panel.

To use any of these methods, you first need to enable them in Power Options in the Control Panel.

1. Open the **Start** menu, point to **Settings**, then click **Control Panel.**

2. In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.
3. Click the **Advanced** tab, and select the options you want.
   - **When I close the lid of my portable computer** Set this option to **Standby** for the computer to go into Standby mode when you close the display panel.
   - **When I press the power button on my computer** Set this option to **Standby** for the computer to go into Standby mode when you press the power button.
4. Click **Apply**.
5. Click **OK**, then close the Control Panel.

Starting again from Standby

To start the computer from Standby mode, press the power button. The computer returns to the screen you were using.

If you put the computer in Standby mode by closing the display panel, you can start again by opening the display panel.

Using Hibernation mode

To power down the computer using the Hibernation option, click **Start**, **Shut Down**, select **Hibernate**, then click **OK**.

The computer saves the state of the system, including all open programs and files, to the hard disk, and then powers down completely.

Going into Hibernation mode more quickly

You can also put the computer into Hibernation mode by pressing the power button or closing the display panel.

To use either of these methods, you first need to turn it on in Power Options in the Control Panel.

1. Open the **Start** menu, point to **Settings**, then click **Control Panel.**
2. In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.
3. Click the **Advanced** tab, and select the options you want.
   - **When I close the lid of my portable computer** Set this option to **Hibernation** for the computer to go into Hibernation mode when you close the display panel.
   - **When I press the power button on my computer** Set this option to **Hibernation** for the computer to go into Hibernation mode when you press the power button.
4. Click **Apply**.
5. Click **OK**, then close the Control Panel.

Starting again from Hibernation mode

To start the computer from Hibernation mode, press the power button. The computer returns to the screen you were using.

If you put the computer in Hibernation mode by closing the display panel, you can start it again by opening the display panel.

Caring for your computer

This section gives tips on cleaning and moving your computer. For information about taking care of your computer's battery, see Running the computer on battery power on page 85.

Cleaning the computer

To keep your computer clean, gently wipe the display panel and exterior case with a lightly dampened cloth. Ask your Toshiba dealer for suggestions for appropriate cleaning products.

CAUTION: Keep liquid, including cleaning fluid, out of the computer's keyboard, speaker grille, and other openings. Never spray cleaner directly onto the computer. Never use harsh or caustic chemical products to clean the computer.

Moving the computer

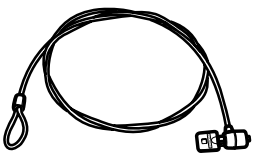
Before moving your computer, even across the room, make sure that all disk activity has ended and all external peripheral cables are disconnected.

CAUTION: Don't pick up the computer by its display panel or by the back (where the ports are located).

Although your notebook computer is built to withstand reasonable shock and vibration, transport it in a carrying case for long trips. You can purchase a carrying case from your Toshiba dealer or through the *Toshiba Accessories Catalog*.

Using a computer lock

You may want to secure your computer to a heavy object such as your desk. The easiest way to do this is to purchase an optional PORT-Noteworthy® computer cable lock.



PORT-Noteworthy computer cable lock

1. Loop the cable through or around some part of a heavy object.

   Make sure there is no way for a potential thief to slip the cable off the object.

2. Pass the locking end through the loop.

3. Insert the cable's locking end into the security lock slot, then rotate the key a quarter turn and remove it.

   The computer is now securely locked.

Chapter 3

Learning the Basics

This chapter covers precautions and computing tips that you should follow when using your Satellite computer. It also provides important information about the basic features of your system.

Computing tips

- Save your work frequently.

  Your work stays in the computer's temporary memory until you save it to the disk. You will lose all the work done since you last saved, if, for example, a system error occurs and you must restart your computer, or your battery runs out of charge while you are working.

HINT: Some programs have an automatic save feature which you can turn on. This feature saves your file to the hard disk at preset intervals. See your software documentation for details.

- Back up your files to diskettes (or other removable media) on a regular basis. Label the backup copies clearly and store them in a safe place.

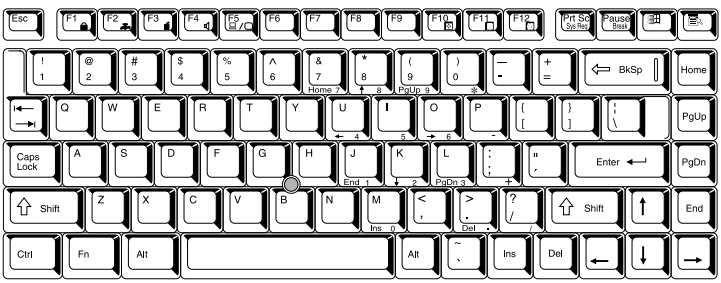
  It is easy to put off backing up because it takes time. However, if your hard disk suddenly fails, you may lose all the data on it unless you have a separate backup copy.

- Use ScanDisk, Disk Defragmenter, and the Maintenance Wizard regularly to conserve disk space and help your computer perform at its optimal level. Consult your Windows Millennium Edition documentation for more information on these and other utilities.

- Take frequent breaks to avoid repetitive-motion injuries and eyestrain.

- Before turning off the computer, use the Shut down or Standby command in Windows Millennium Edition.

Using the keyboard



85-key keyboard

Character keys

Typing with the character keys is very much like typing on a typewriter, except that:

- The spacebar creates a space character instead of just passing over an area of the page.
- The lowercase letter l (el) and the number 1 are not interchangeable.
- The uppercase letter O and the number 0 are not interchangeable.
- The Caps Lock key changes only the alphabet keys to upper case — the number and symbol keys are not affected. The caps lock light on the keyboard indicator panel illuminates when you press the Caps Lock key.

Ctrl, Fn, and Alt keys

Ctrl, Fn and Alt keys

The Ctrl, Fn, and Alt keys do different things depending on the program you are using. For more information, see your program documentation.

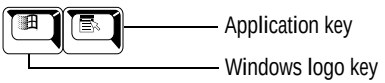
Function keys

The function keys (not to be confused with the Fn key) are the 12 keys at the top of the keyboard.

Function keys

F1 through F12 are called function keys because they perform programmed functions when pressed. Used in combination with the Fn key, function keys marked with icons execute specific functions on the computer. For more information, see Hot Keys on page 198.

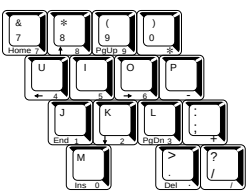
Windows special keys



Windows special keys

The keyboard provides two keys that have special functions in Windows. The Windows logo key activates the Start menu. The Application key has the same function as the secondary mouse (or AccuPoint II) button.

Overlay keys



Keyboard overlay keys

The keys with numbers and symbols on the front of them form the numeric and cursor overlay. This overlay lets you enter numeric data or control the cursor as you would using the ten-key keypad on a desktop computer's keyboard.

Using the numeric keypad overlay

To turn the numeric overlay on and off, press **Fn** and **F11** simultaneously. The numeric mode light on the status panel glows when the numeric overlay is on.

You can still use the overlay keys to type alphabetic characters while the numeric overlay is on.

- For lowercase letters, hold down **Fn** while you type the letters.
- For uppercase letters, hold down both **Fn** and **Shift** while you type the letters.

To use the cursor control keys when the numeric overlay is on, press and hold down **Shift** while you use the cursor control keys. To return to the numeric overlay, release **Shift**.

Using the cursor control overlay

To turn the cursor control overlay on and off, press **Fn** and **F10** simultaneously. The cursor control mode light on the keyboard indicator panel glows when the cursor control overlay is on.

To type alphabetic characters while the overlay is on:

- For lowercase letters, hold down **Fn** while you type the letters.
- For uppercase letters, hold down both **Fn** and **Shift** while you type the letters.

To use the numeric overlay keys when the cursor control overlay is on, hold down **Shift** while you use the numeric overlay keys. To return to the cursor control overlay, release **Shift**.

Starting a program

The easiest way to start a program is to click the name of the file that contains the information you want to work on. To find the file, use My Computer or Windows Explorer.

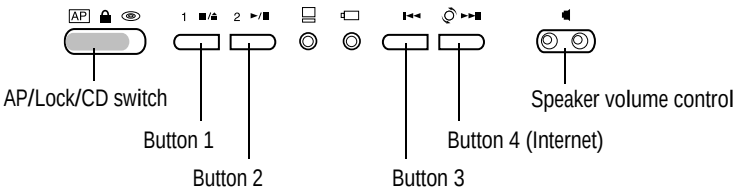
If you prefer to open the program first, you have four options. You can:

- Double-click the icon for the program on your desktop
- Use the Start menu
- Use Windows Explorer or My Computer to locate the program file
- Use the Run dialog box

The Windows Millennium Edition tutorial chapter gives step-by-step instructions for starting a program from the Start menu, Explorer, and Run dialog box. See Lesson 6: Starting programs on page 115.

Using the front panel control buttons

When the AP/Lock/CD switch is in AP mode, the four front panel control buttons act as hot keys and launch a predefined program of your choice.



Front panel controls (in program mode)

To use the buttons as hot keys, make sure the computer is on and slide the AP/Lock/CD switch to the left to enable the buttons.

NOTE: To launch programs using the buttons, you need to program them first. For more information, see Programming the front panel control buttons *on page 66.*

Pressing button 1 launches the predefined application for this button.

Pressing button 2 launches the predefined application for this button.

Pressing button 3 launches the predefined application for this button.

Pressing button 4 launches the predefined application for this button. This button has been programmed to launch your World Wide Web browser as the default.

The speaker volume control adjusts the stereo speaker volume. Press the left side to decrease volume. Press the right side to increase volume.

Programming the front panel control buttons

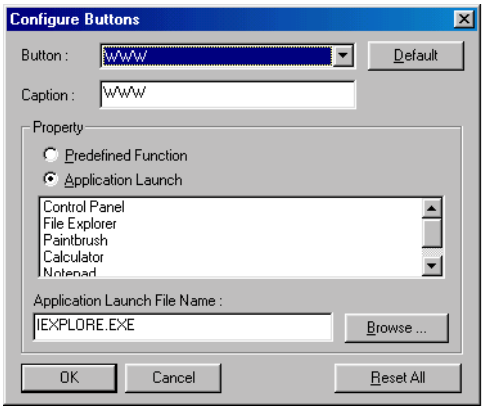
The front panel control buttons can be customized to launch applications of your choice.

To view or change the applications defined for each of the buttons:

1. Make sure the computer is on, then slide the AP/Lock/CD switch to **AP**.

2 Double-click on the EZ icon on the taskbar.

The EZ Configure Buttons dialog box appears.



EZ Button Configuration

3 Click the **Button** drop-down box, and select the front panel button you want to configure.

- User-1 is button 1
- User-2 is button 2
- User-3 is button 3
- WWW is button 4

4 Under Property, select **Application Launch**.

5 Use the Browse button to select the application you want to associate with the chosen front panel button

6 Click **OK**.

Pressing the defined button starts the application that you've chosen.

Saving your work

Before you turn off the computer, save your work to the hard disk drive or a diskette. This is one of the most important rules of computing. You can never save your files too often.

NOTE: Save your data even when you are using Standby mode, in case the battery discharges before you return to work. For more information about Standby and Hibernation modes, see Turning off the computer *on page 50.*

Many programs offer a feature that saves documents at regular intervals, such as every 15 minutes. Check your program's documentation to see whether they have an automatic save feature.

- To save a file you are updating, open the programs's **File** menu and click **Save**.
- To save the current file with a new name, choose **Save As** from the File menu, type a name for the file and click **OK**.

HINT: To make another copy of the file you are currently working with, choose Save As *from the File menu and give the new file a different name.*

File names

Windows Millennium Edition supports file names of up to 255 characters. You may use all the letters and numbers on the keyboard plus the following characters: _, ^, $, ~, !, #, %, &, {, }, (,), @, [,], +, -, ; , and '. The names can include spaces.

Printing your work

Make sure that Windows Millennium Edition is set up for your printer as described in Connecting a printer on page 38.

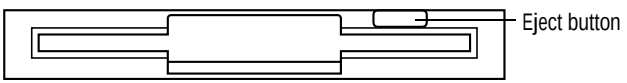
TECHNICAL NOTE: You only need to set up the printer the first time you connect it. If you use more than one printer or are changing printers, you will need to set up Windows Millennium Edition to run with the additional printer(s).

1. If your printer is not on, turn it on now.
2. In the File menu of your Windows program, click **Print**.

   The program displays a Print dialog box.
3. Click **OK** to print.

Using diskettes

The 3.5-inch diskette drive lets you use either double-density (720 KB) or high-density (1.44 MB) diskettes for data transfer and storage.



Diskette drive

Inserting and removing diskettes

1. Hold the diskette so that the arrow on its upper surface points toward the drive.
2. Push the diskette gently into the drive slot. When the diskette is in place, the eject button pops out.

To release a diskette from the drive, push the eject button.

Caring for diskettes

- Store your diskettes properly to protect and keep them clean.
- If a diskette is dirty, clean it with a soft cloth moistened with water. Do *not* use cleaning fluids.
- Never slide back the protective metal cover.
- Never touch the magnetic surface of a diskette. Fingerprints can prevent the drive from reading the data stored on a diskette.
- Never twist or bend a diskette.
- Keep diskettes at room temperature and avoid exposing them to direct sunlight. Otherwise data may be lost.
- Never place heavy objects on your diskettes.
- Never eat, smoke, or use erasers near your diskettes. Foreign particles can damage the diskette's surface.
- Keep your diskettes away from sources of magnetism, such as speakers and radios, since these can destroy data.

Backing up your files

Backing up your files simply means copying individual files to a diskette or copying entire sections of your hard disk to another device, such as a tape drive.

Copying to a diskette

1. Insert a formatted diskette into the diskette drive.
2. Double-click the **My Computer** icon on the Windows desktop.
3. Double-click the drive that contains the file you want to copy.
4. Double-click the folder containing the file, then click the file you want to copy.

HINT: Use the Ctrl or Shift key to select more than one file.

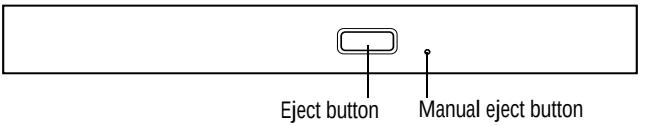
5. Click **File**, then click **Send To**.
6. Click the icon for the diskette drive (drive A:).

HINT: You can also back up a file to a diskette by clicking the file (or files) you want to back up with the secondary button, then pointing to Send To *and clicking* 3 1/2 Floppy (A:).

Using compact discs

The full-size, maximum 24X speed CD-ROM drive lets you install and run programs from CD-ROM, access reference material on CD-ROM and listen to audio CDs.

CAUTION: When inserting and removing discs, be careful not to touch the lens on the disc tray or the area around it. Doing so could cause the drive to malfunction.



CD-ROM drive

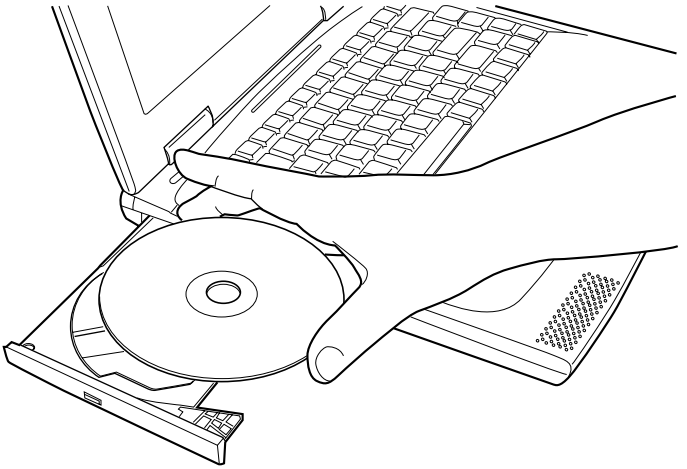
Press the eject button to open the disc tray. The eject button will not open the disc tray when the computer is off.

The manual eject button, accessed through the small hole just to the right of the eject button, allows you to open the disc tray when the computer is off. For instructions on using the manual eject button, see Removing a disc with the computer off on page 75.

Inserting a disc

1. With the computer turned on, press the eject button to open the disc tray.
2. Pull the disc tray until it is fully open.

3 Hold the disc by its edges, ensure it is dust-free, and place it carefully in the disc tray, with the label side up.



Inserting a disc into the CD-ROM drive

4 Press down on the center of the disc until it locks on the spindle.

CAUTION: If the disc is not seated properly when you close the disc tray, the disc might be damaged and the tray may not open fully when you press the eject button.

5 Close the disc tray.

Viewing the contents of a disc

Compact discs contain files just like diskettes and the hard disk. CD-ROMs are often used to install software or to store files that require lots of space, such as photographs and large presentation files. You can use Explorer or My Computer to view the contents of any CD-ROM.

For each installed audio CD title, the hard disk stores a small program that displays the CD's icon. It does not store the CD's content. To view the contents of an audio CD:

1 Place the disc in the CD-ROM drive.

2 Click **Start**, then point to **Programs**.

3 Locate the folder that contains the CD icon and title.

4 Click the icon.

If you click the icon without having the CD in the drive, Windows prompts you to insert the disc.

Removing a disc

Removing a disc with the computer on

To remove a disc with the computer on:

1 Press the eject button.

CAUTION: Never press the eject button while the computer is accessing the CD-ROM drive.

If the disc is still spinning when you open the disc tray, wait for it to stop before you remove it.

2 Pull the disc tray until it is fully open, remove the disc, and place it in its protective cover.

3 Close the disc tray.

Removing a disc with the computer off

To remove a disc with the computer off:

1. Insert a slender object, such as a straightened paper clip, into the manual eject button hole.

CAUTION: Never use a pencil to press the manual eject button. Pencil lead can break off inside the computer and damage it.

2. Pull the disc tray until it is fully open, remove the disc, and place it in its protective cover.
3. Close the disc tray.

Caring for compact discs

- Store your discs in their original containers to protect them from scratches and keep them clean.
- Don't bend a disc or place heavy objects on top of it.
- Don't apply a label to, or otherwise mar, the surface of a disc.
- Hold a disc by its outside edge. Fingerprints on the surface of a disc can prevent the CD-ROM drive from reading the data properly.
- Don't expose discs to direct sunlight or extreme heat or cold.
- To clean a disc, wipe it with a clean, dry cloth — starting from the center of the disc and wiping toward the outward edge. Don't wipe using a circular motion. If necessary, moisten the cloth with water or a neutral cleaner (not benzine or rubbing alcohol). Let the disc dry completely before inserting it in the drive.

Using PC Cards

PC Cards expand your computer's capabilities and usefulness. You can purchase additional PC Cards from your dealer. Most PC Cards conform to the PCMCIA (Personal Computer Memory Card International Association) standard.

Your Satellite computer comes with two stacked PC Card slots and supports three types of PC Cards:

- Type I cards and Type II cards are typically used for memory storage, network cards, etc. You can install up to two of these cards, one in each slot.
- Type III cards are used for removable hard disks and other functions that require a larger card. You can install just one of these cards.

Check the documentation that came with the PC Card to see if it conforms to the PCMCIA 2.1 standard, or later. Other cards may work with your computer, but are likely to be much more difficult to set up and use.

PC Card supporting software

PC Cards require Card and Socket Services software — a set of programs that acts as a translator between the PC Card and the computer, and that makes hot swapping (switching cards while the computer is on) possible.

Windows Millennium Edition provides the Card and Socket Services for your PC Card. Even if your PC Card comes with its own version of Card and Socket Services, you should use the files included in Windows Millennium Edition.

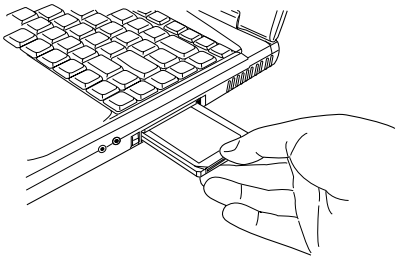
Inserting PC Cards

TECHNICAL NOTE: Some PC Cards don't support hot swapping. Refer to your PC Card's manual for verification.

1. If your PC Card does not support hot swapping, save your data and turn off the computer before inserting the PC Card. For more information, see Hot swapping on page 79.
2. Hold the PC Card with the arrow side up and the connector side toward the slot.
3. Align the card connectors with an available PC Card slot and carefully slide the card into the slot until it locks into place.

   There are two eject buttons, one per slot. When the PC card is seated, the eject button for that slot pops out.

NOTE: If you have a Type III card, insert the connector into the lower slot. If you have a Type I or Type II card, insert it into either the upper or the lower slot.



Inserting a PC Card into a PC Card slot

CAUTION: To avoid damaging the computer or the PC Card, don't force the card into the slot.

4 Press the eject button to put it in its retracted position.

Removing PC Cards

CAUTION: If your PC Card supports hot swapping, you can remove it at any time. However, to avoid data loss, never remove a card while it is in use. For more information, see Hot swapping *on page 79.*

1 Click the **PC Card** button on the taskbar.

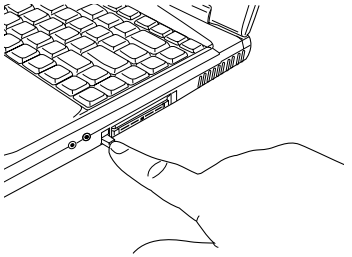
2 Click **Stop *xxxx*** where *xxxx* is the identifier for your PC Card.

Windows Millennium Edition advises you that you may safely remove the card.

3 To remove the PC Card, press the respective eject button once.

The eject button pops out.

4 Press the eject button again to release the PC Card.



Ejecting a PC Card

The upper button will eject a Type I or Type II PC Card from the upper slot. The lower button will eject a Type I, Type II, or Type III card from the lower slot.

5 Remove the PC Card and store it properly.

Hot swapping

With PC Cards, you can replace one PC Card with another while the computer is on. This is called “hot swapping.”

Hot swapping precautions

Although you can insert a PC Card at any time, to avoid data loss never remove a card while it is in use. Before removing a PC Card, stop it by clicking the PC Card (PCMCIA) icon on the taskbar. After the PC Card is stopped, it is safe to remove it.

- Don’t remove a hard disk card while the system is accessing it.

- Don't remove a network card while you are connected to a network.
- Don't remove a SCSI card while any of the SCSI devices connected to it is operating.

DEFINITION: SCSI is an acronym for Small Computer Systems Interface. A single SCSI PC Card enables you to connect several SCSI devices, such as a scanner or digital camera to your computer.

Setting up for communications

To connect to the Internet, use an online service, or communicate across the telephone lines with another computer, you need:

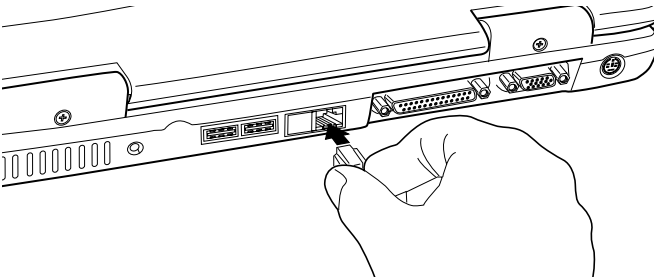
- A modem (supplied with your Satellite notebook computer)
- A telephone line
- A browser or communications program
- An Internet Service Provider (ISP) or online service if you plan to use the Internet

Connecting the modem to a telephone line

Before you can use the modem, you must connect it to a standard voice-grade telephone line.

TECHNICAL NOTE: Disable Call Waiting before you connect through the modem. Call Waiting interrupts data transmission.

1 Attach one end of a standard telephone cable to the modem port.



Connecting the internal modem

2 Attach the other end of the telephone cable into the modular jack of a standard voice-grade telephone line.

Connecting your computer to a network

To access a network:

- At the office, you need to install a network card in one of the PC Card slots. For specific information about connecting to the LAN or WAN, consult your network administrator.
- While you are at home or traveling, you need a dial-up connection. Ask your network administrator for the telephone number of the network.

To set up the connection, use the Dial-Up Networking Wizard:

1. Click **Start** and point to **Programs**.
2. Point to **Accessories**, then to **Communications**, and click **Dial-Up Networking**.

CAUTION: When you are connected to a network, don't use the Windows Millennium Edition Standby or Hibernate commands. They may disrupt your network connection.

Chapter 4

Mobile Computing

This chapter covers all aspects of using your computer while traveling.

Toshiba's energy-saver design

Toshiba is a partner in the Environmental Protection Agency's (EPA) Energy Star® Program and has designed this product to meet the Energy Star guidelines for energy efficiency.

Your computer enters a low-power state when it is not being used, thereby conserving energy and saving money in the process. It has a number of other features that enhance its energy efficiency.

Many of these energy-saving features have been set by Toshiba. We recommend you leave these features active, allowing your computer to operate at its maximum energy efficiency, so that you can use it for longer periods while traveling.

Managing power usage

Your computer's power-saving options greatly increase the length of time you can use the computer before you need to recharge the battery.

Your computer supports the following power usage schemes:

- Home/Office desk
- Portable/Laptop
- Always On

To change the power usage mode, click **Start**, point to **Settings**, then click **Control Panel**. In Control Panel, double-click the **Power Options** icon to display the Power Options Properties window.

Select the power scheme with the most appropriate settings for your computer. Keep in mind that changing any settings on the Power Options Properties window will modify the currently selected scheme.

Consult your Windows Millennium Edition documentation for more information on the Power Options utility.

Running the computer on battery power

The computer contains a removable nickel metal hydride (NiMH) battery pack that provides power when you are away from an AC outlet. You can recharge it many times.

In addition to the removable main battery, the computer has an internal NiMH real-time clock (RTC) battery. The RTC battery powers the RTC memory, which stores your system configuration settings and the current time and date for up to a month while the computer is turned off.

Using additional battery packs

If you spend a lot of time traveling and need to work for many hours without an AC power source, you may want to carry additional charged battery packs with you. You can then replace a discharged battery and continue working.

Battery safety precautions

- Never try to disassemble a battery pack.
- Don't overcharge or reverse charge a battery. Overcharging will shorten its life and reverse charging could destroy it, causing the release of toxic fumes.
- Don't touch the metal terminals of the battery with another metal object. Short-circuiting the battery will cause it to overheat and may cause permanent damage to the battery or the computer.
- Never incinerate a spent battery as this will cause it to explode, releasing toxic materials.
- If a battery is leaking or damaged, replace it immediately. Use protective gloves when handling a damaged battery.
- When you need to replace the main battery, use an identical battery that you can purchase through the *Toshiba Accessories Catalog*.

Maximizing battery life

A main battery can be recharged many times. Gradually over time it will lose its ability to hold a charge. To maximize the life of your main battery:

- Don't leave the computer plugged in and unused for more than a few hours. Overcharging the main battery may shorten its life.

- If you are not going to use the computer for a long period of time, remove the battery.
- Alternate between battery packs if you have a spare.
- Make sure the computer is off when you are replacing the battery.
- Store spare battery packs in a cool dry place out of direct sunlight.

Charging batteries

The main battery needs to be charged before you can use it to power the computer.

Charging the main battery

To charge the main battery, plug the computer into a live AC outlet. The battery light on the status panel flashes green while the battery is charging. It takes about two hours to charge the battery with the computer off. It takes much longer to charge the battery while the computer is on.

TECHNICAL NOTE: The battery does not charge while the computer is consuming full power.

The battery may not start charging immediately if:

- The battery is extremely hot or cold.

  To ensure that the battery charges to its full capacity, wait until it reaches room temperature (50 to 80 degrees Fahrenheit, 10 to 26 degrees Celsius).

- The battery is almost completely discharged.

  Leave the power connected, and the battery should begin charging after a few minutes.

HINT: Once a battery pack is fully charged, we recommend that you operate your computer on battery power until the battery pack discharges completely. Doing this extends battery life and helps ensure accurate monitoring of battery capacity.

Charging the RTC battery

During normal use, the main battery keeps the RTC battery adequately charged. Occasionally, the RTC battery may lose its charge completely, especially if you have had the computer turned off for a long time.

If the RTC battery is low, the real-time clock and calendar may display the incorrect time and date, or stop working.

To recharge the RTC battery, plug in the computer and turn it on for at least 24 hours. If the power is off, the RTC battery will not charge.

The computer can be used while the RTC battery is being charged, although the charging status of the RTC battery cannot be monitored.

Monitoring battery power

The battery light indicates the main battery's current charge.
It glows green when the battery is fully charged.
It flashes green while the battery is being charged.
It glows red when the charge is below 10 percent.
It flashes red when the charge reaches 2 percent.
It does not glow if the external power source is disconnected or if the battery is completely discharged.

Determining remaining battery power

NOTE: Wait at least 16 seconds after turning on the computer before trying to monitor the remaining power. The computer needs this time to check the battery's remaining capacity and perform calculations.

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Power Options** icon.
3. Choose the **Power Meter** tab to show the current charge state of the battery. The value displays as a percentage of remaining battery charge.

TECHNICAL NOTE: The computer drains the battery faster at low temperatures. Check your remaining charge frequently if you are working in temperatures below 50 degrees Fahrenheit.

The computer calculates the remaining battery charge based on your current rate of power use and other factors such as the age of the battery.

Conserving battery power

How long a fully charged battery pack lasts when you are using the computer depends on a number of factors, such as:

- How the computer is configured.
- How much you use the display panel instead of an external monitor.
- How much you use the hard disk and other drives.
- Whether you use any optional devices to which the battery supplies power, such as a PC Card.
- Where you are working — since operating time decreases at low temperatures.

What to do when the battery runs low

When the battery runs low you have these options:

- Plug the computer into a live AC outlet and recharge the battery.
- Save your work and turn off the computer.

If you don't manage to do any of these things before the battery completely runs out of power, the computer automatically enters Standby mode and turns itself off. Standby mode keeps track of where you were so, when you turn on the power again, you can continue where you left off. For more information, see Turning off the computer on page 50.

Battery alarms

The computer can be configured to warn you when the battery is running low. You can set each of the following alarms:

- Low Battery
- Critical Battery

Each alarm can be set to alert you when a specified percentage of remaining battery power has been reached. You can set how the alarm action occurs — sound an alarm, display a message, both, or none. You can also set the computer to enter Standby mode when the alarm goes off.

To set the alarm levels:

1. Click **Start**, point to **Settings**, and then click **Control Panel**.
2. Double-click the **Power Options** icon.

   The Power Options Properties dialog box appears.
3. Click the **Alarms** tab.
4. Set the alarm levels as desired.

For more information on battery alarms, refer to your Windows Millennium Edition documentation.

Changing the main battery

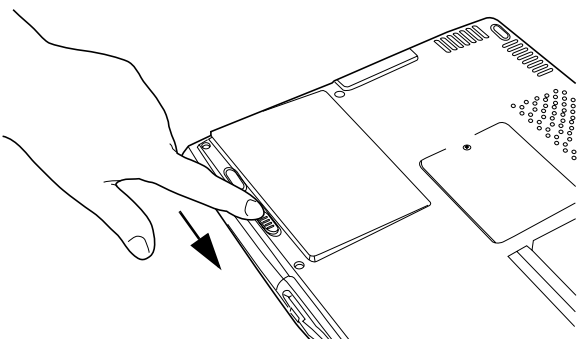
When your battery runs out of power, you have two options — connect the AC adapter, or install a fresh battery. For instructions on using the AC adapter, see Connecting the AC adapter on page 39.

Removing the battery

1. Save your work.
2. Shut down the computer.

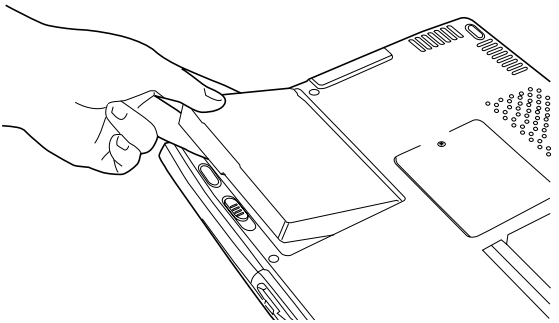
CAUTION: Never remove the battery while the computer is on.

3. Close the display panel, ensuring that it snaps into place.
4. Turn the computer upside down with the front of the computer facing you.
5. Slide the latch lock in the direction of the arrow, as shown in the inset in the illustration.



Releasing the battery latch

6 Gently pull the battery out of the battery bay.



Removing the battery

NOTE: The release latch is spring-loaded and will snap back into place when you release it.

WARNING: If the battery is leaking or its case is cracked, put on protective gloves to handle it, and discard it immediately following the advice in Disposing of used batteries safely *on page 94.*

Inserting a charged battery

1 Wipe the battery terminals of the charged battery with a clean cloth to ensure a good connection.

2 Slide the battery into the battery bay.

3 When the battery has been properly seated, you should hear it click into place.

NOTE: The release latch is spring-loaded and will snap into place.

4 To secure the release latch in place, slide the latch lock in the direction of the arrow, as shown in the inset in the illustration above.

5 Turn the computer right side up.

Disposing of used batteries safely

You can recharge a main battery many times. It should last for years. When the useful life of the battery expires or if the battery becomes damaged, you must discard it responsibly.

The documentation that came with your computer may include an insert regarding the disposal of batteries. If not, check with your local government for information on where to recycle or dispose of old batteries.

Only use replacement batteries recommended by Toshiba.

CAUTION: The computer uses a nickel metal hydride battery, which can explode if not handled or disposed of properly. Putting spent batteries in the trash is not only irresponsible, it may also be illegal. Dispose of the battery as required by local ordinances or regulations.

Chapter 5

Getting to Know Windows® Millennium Edition

This chapter introduces Windows Millennium Edition by guiding you through a few basic tasks.

If you have used Windows 98, you will find Windows Millennium Edition familiar, since both operating systems are similar. Whether you have used a Windows operating system or not, the skill and confidence you will gain from this chapter will more than offset the short amount of time spent going through these lessons.

As you explore Windows Millennium Edition more deeply, you will often discover alternative ways of accomplishing a particular task.

For more detailed information on your operating system, refer to the Microsoft Windows Millennium Edition documentation that came with your computer.

Lesson 1: Exploring the desktop

The desktop is the launching pad for everything you can do in Windows Millennium Edition. You use its features to start programs, find documents, set up system components, and perform most other computing tasks.

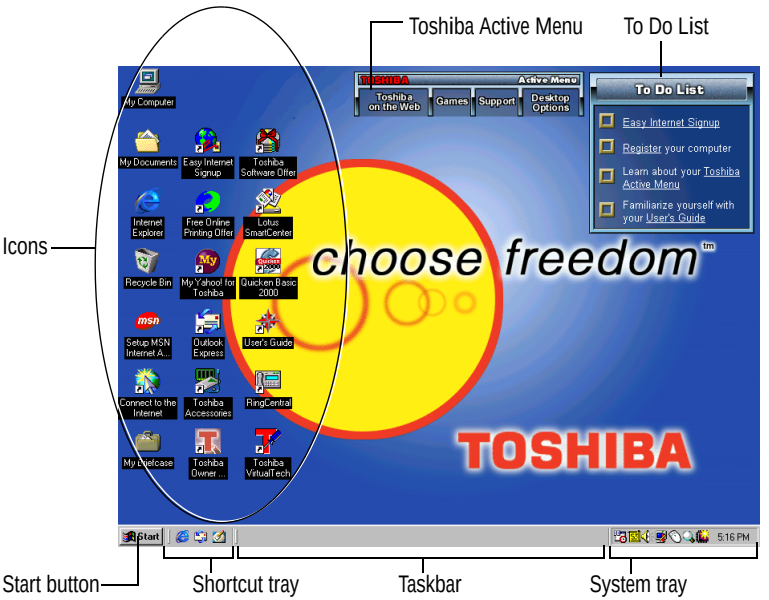
HINT: The illustrated examples in this guide may appear slightly different from the screens displayed by your system. However, the differences are not significant and do not indicate any change in the functionality of your system.

Finding your way around the desktop

Your computer's desktop includes several standard features: icons, Start button, shortcut tray, taskbar, system tray, and the desktop background pattern.

Toshiba has enhanced the standard desktop with these new features:

- Toshiba Active Menu™ provides quick and easy access to resources on the Web and on your computer.
- To Do List provides a list of tasks Toshiba recommends you complete shortly after setting up your computer.



Sample desktop

Icons

An icon represents a folder, file, or program that can be quickly activated by double-clicking the icon.

You can create a new desktop any folder, file, or program by dragging the elements icon from its location in a window to the desktop area.

The icons initially displayed on your Windows Millennium Edition desktop include:

My Documents — Provides a convenient place to store documents, graphics, or other files you want to access quickly.

My Computer — Shows the file system for your computer and the network (if any).

Recycle Bin — Holds files you've deleted using the Windows Explorer. You may retrieve these files until you empty the Recycle Bin.

TECHNICAL NOTE: If you delete a file from a diskette, it does not go into the Recycle Bin. For more information on the Recycle Bin, see Windows Help.

Internet Explorer — The Microsoft browser that provides access to the Internet.

Toshiba VirtualTech™ — A Toshiba utility to help answer technical questions and troubleshoot system problems. For more information about VirtualTech, see Using VirtualTech on page 189.

Toshiba Software Offer — A service provided by Toshiba that offers additional software to you.

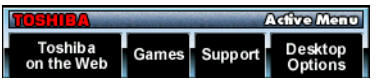
Toshiba Owner Privileges — Receive free offers and discounts, productivity solutions and a personalized Satellite experience.

NOTE: If you place the cursor over an icon, a popup description of the file contents appears.

Your desktop may contain other icons depending on your configuration. See Windows Millennium Edition online Help for more specific information on each icon and how to use it.

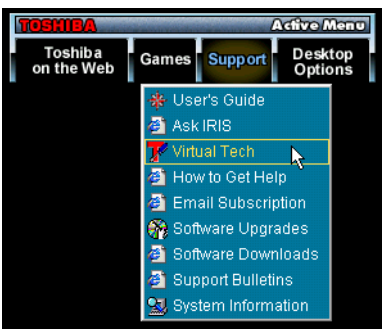
Toshiba Active Menu

The Toshiba Active Menu provides quick and easy access to resources on Toshiba Web sites and on your computer, including product information, services and support, and computer accessory information.



Sample Toshiba Active Menu

When you click one of the Active Menu topics, a menu appears listing several choices. Click an item on the menu to activate that feature.



Sample support menu items

Many items on the Toshiba Active Menu require Internet access. If you select one of these items, you will be prompted to connect to the Internet (if necessary).

The Toshiba Active Menu also allows you to launch several games and support-related programs, to change the look and feel of the desktop, and to show or hide the Toshiba Active Menu components installed on your computer.

When updated information about a menu item is available on a Toshiba Web site, the Toshiba Active Menu will ask you if you would like to receive the update. If you request the update, new information will be downloaded to your computer.

To Do List

The To Do list provides a list of things Toshiba recommends you do shortly after setting up your computer.

The To Do List includes signing up for free Internet access, registering your computer, learning how to use the Toshiba Active Menu, and familiarizing yourself with the Online user's guide. You can check off each task as you complete it.

Start button

You use the Start button to:

- Start programs
- Access Microsoft Windows Millennium Edition update information
- Open recently accessed documents
- Adjust system settings
- Search for files
- Access Windows Help and Support
- Run programs
- Suspend system activity and shut down the computer

For more information on starting programs, see Lesson 6: Starting programs on page 115.

Shortcut tray

The Shortcut tray displays icons of tasks or programs. These icons function much like the desktop icons, but are easily accessible even when the desktop is covered with open windows.

To activate a task or program, click the appropriate Shortcut tray icon.

To add an icon to the Shortcut tray, drag it to the Shortcut tray.

Taskbar

Each time you open a program, a button associated with that program appears on the taskbar. With some programs, a button appears on the taskbar for each document or window you open. You can use these buttons to quickly switch between the programs or windows.

To make a program or window the active one, click the associated button.

System tray

The system tray displays icons of tasks or programs that run continuously in the background. To learn more about each task, position the cursor over the icon for a few moments and a short description of the task appears.

Typical tasks in the system tray are Current time, Power usage mode, and speaker volume.

To activate a specific task, double-click the appropriate system tray icon.

Desktop background

When you first set up your computer, the background image (also called "wallpaper") on the desktop is the Toshiba Choose Freedom background image.

There are two ways you can change the background of your desktop. One way retains the Toshiba Active Menu and To Do List, and the other way removes these features from the desktop.

To change the background and retain the Toshiba Active Menu and To Do List:

1. Click the Toshiba Active Menu's **Desktop Options**.
2. Select **Change Background Image**, and choose the background you want to display on the desktop.

To change the background and remove the Toshiba Active Menu and To Do List:

1. Click **Start**, point to **Settings**, click **Control Panel,** and then double-click **Display**.
2. Select the **Background** tab, and choose the background you want to display on the desktop. Then click **OK**.

If you remove the Toshiba Active Menu and To Do List, but decide you want to use these features again, follow the procedure above and choose the background called **Toshiba Active Menu**.

For more information about changing the desktop background, Lesson 10: Changing the wallpaper on page 126.

Windows Millennium Edition file system

All files on your computer are organized for accessibility using a hierarchal file system.

Programs, documents, and other data are held in *files*. These files can be grouped together in *folders*, and folders can be grouped inside other folders for convenient organizing. All the files and folders reside in your computer on a storage *device*, such as a disk drive.

You can think of your computer storage system in terms of office equipment. You have a file cabinet (device), that contains folders, and each folder may contain documents. Your office may have more than one file cabinet, just as your computer may have more than one disk drive.

Computers can be connected together to form a *network*, so that programs, documents and other data can be quickly and easily shared between computers.

You can use the My Computer feature on the desktop to access any file in the Windows file system.

For more information, read the Microsoft documentation that comes with your computer.

Lesson 2: Using the AccuPoint II pointing device

"Getting Started" introduced you to the AccuPoint II pointing device, which is your basic tool for moving around the screen and performing computing tasks. This lesson lets you practice using the AccuPoint II pointing device.

1 Move the pointer to the **Start** button, then click the primary button (the larger one) to open the Start menu.

NOTE: In this guide, the term "click" refers to the primary button, which is the larger one. Instructions requiring the secondary button specifically mention that button. For example, "click the secondary button."

2 Click an empty area of the desktop to close the Start menu.

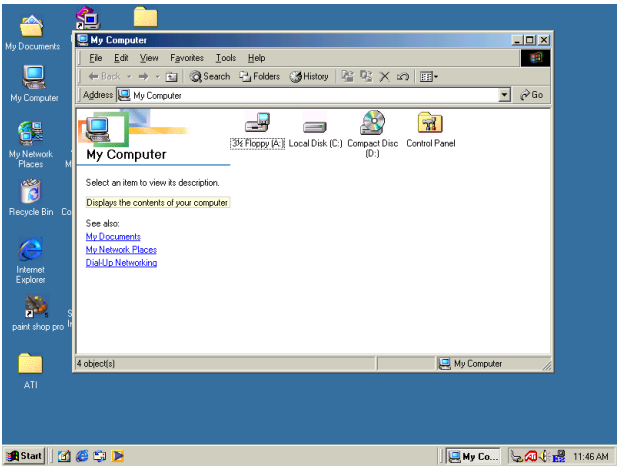
3 With the pointer in an empty area of the desktop, click the secondary button (the smaller one) to open the desktop shortcut menu. As the name implies, shortcut menus provide quick access to many Windows Millennium Edition features.

Sample desktop shortcut menu

4 Click an empty area to close the shortcut menu.

5 Move the pointer to the **My Computer** icon, then click the primary button twice rapidly. (This process is known as "double-clicking.")

The My Computer window opens.



Sample Desktop with the My Computer window open

6 Now click the **Close** button in the upper-right corner of this window.

The My Computer window closes.

7 Click an empty area of the taskbar at the bottom of the screen and, while holding down the primary button, drag the pointer to the right edge of the desktop, then release the primary button. This process is known as "clicking and dragging."

The taskbar moves from the bottom to the right edge of the desktop.

Sample Desktop with the taskbar on the right

HINT: You can move the taskbar to any of the desktop's four edges.

8 Click the taskbar once again and drag it back to the bottom of the desktop.

Lesson 3: Learning about the Internet

This lesson begins with Windows Millennium Edition Web Tutorial. It demonstrates how to access a Web page from a window and from the taskbar. The lesson assumes you have an account with an Internet Service Provider (ISP).

Exploring the Web Tutorial

Microsoft's Web Tutorial can answer a lot of questions about the Internet.

1. Click on the **Connect to the Internet** icon on your desktop.

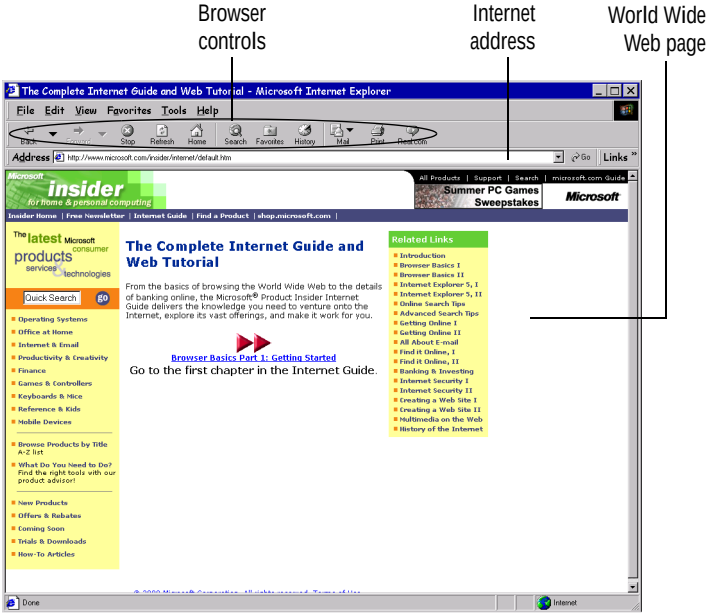
   The Internet Connection Wizard appears.

2. Follow the Wizard's steps to connect.
3. In Internet Explorer, click **Help**.

   The Help menu appears.

4. Click **Tour**.

Internet Explorer displays a page with information about how to use Internet Explorer.


Browser controls
Internet address
World Wide Web page
The Complete Internet Guide and Web Tutorial - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.microsoft.com/insider/internet/default.htm
insider
for home & personal computing
Summer PC Games Sweepstakes
Microsoft
The latest Microsoft consumer products services technologies
Quick Search
Operating Systems
Office at Home
Internet & Email
Productivity & Creativity
Finance
Games & Controllers
Keyboards & Mice
Reference & Kids
Mobile Devices
Browse Products by Title A-Z list
What Do You Need to Do? Find the right tools with our product advisor!
New Products
Offers & Rebates
Coming Soon
Trials & Downloads
How-To Articles
The Complete Internet Guide and Web Tutorial
From the basics of browsing the World Wide Web to the details of banking online, the Microsoft® Product Insider Internet Guide delivers the knowledge you need to venture onto the Internet, explore its vast offerings, and make it work for you.
Browser Basics Part 1: Getting Started
Go to the first chapter in the Internet Guide.
Related Links
Introduction
Browser Basics I
Browser Basics II
Internet Explorer 5, I
Internet Explorer 5, II
Online Search Tips
Advanced Search Tips
Getting Online I
Getting Online II
All About E-mail
Find it Online, I
Find it Online, II
Banking & Investing
Internet Security I
Internet Security II
Creating a Web Site I
Creating a Web Site II
Multimedia on the Web
History of the Internet
Done
Internet

Sample Web page from the Web Tutorial

HINT: The content on the Web Tutorial may be different from the content in this illustration. The information on Web pages is dynamic and can be changed at any time.

- The Browser controls provide various navigation features.
- The Internet address, also called a Universal Resource Locator (URL), is a line of information telling the browser where to look for a specific Web page.
- The large window contains the Web page itself.

Much more can be said about the Internet and how to use it. The best way to learn is to begin surfing yourself.

Opening a Web page from a window

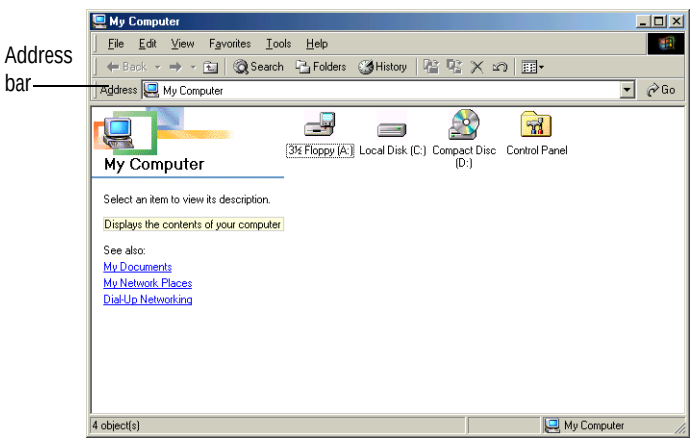
The most common way to open a Web page is by typing a Web address in the address line of the Web browser itself. But you can also type a Web address in the My Computer window.

1 On the desktop, double-click **My Computer**.

The My Computer window appears.

2 On the **View** menu, point to **Toolbars**, then click **Address Bar**.

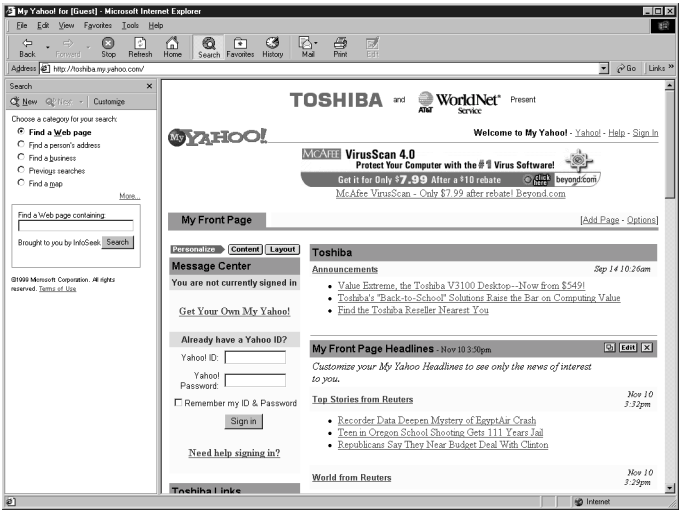
Windows Millennium Edition displays the address bar. It indicates that you are pointing to "My Computer."



Sample My Computer window

3 In the address bar, type **http://toshiba.my.yahoo.com**, and then press **Enter**.

If you are connected to the Internet, the Toshiba My Yahoo! Web site appears.


My Yahoo! for [Guest] - Microsoft Internet Explorer
TOSHIBA
and
WorldNet Service
Present
Welcome to My Yahoo! - Yahoo! - Help - Sign In
McAfee VirusScan 4.0
Protect Your Computer with the #1 Virus Software!
Get it for Only $7.99 After a $10 rebate
McAfee VirusScan - Only $7.99 after rebate! Beyond.com
My Front Page
[Add Page - Options]
Personalize
Content
Layout
Message Center
You are not currently signed in
Get Your Own My Yahoo!
Already have a Yahoo ID?
Yahoo! ID:
Yahoo! Password:
Remember my ID & Password
Sign in
Need help signing in?
Toshiba
Announcements
Sep 14 10:26am
Value Extreme, the Toshiba V3100 Desktop--Now from $549!
Toshiba's "Back-to-School" Solutions Raise the Bar on Computing Value
Find the Toshiba Reseller Nearest You
My Front Page Headlines - Nov 10 3:30pm
Edit
Customize your My Yahoo Headlines to see only the news of interest to you.
Top Stories from Reuters
Nov 10 3:32pm
Recorder Data Deepen Mystery of EgyptAir Crash
Teen in Oregon School Shooting Gets 111 Years Jail
Republicans Say They Near Budget Deal With Clinton
World from Reuters
Nov 10 3:29pm
Toshiba Links

Sample Toshiba My Yahoo! Web site

HINT: You can customize your My Yahoo! Headlines to see only the news of interest to you.

Lesson 4: Creating a new document

This lesson teaches how to create a text file without having to first open a program.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   Windows Millennium Edition displays a shortcut menu of commands applicable to the desktop.

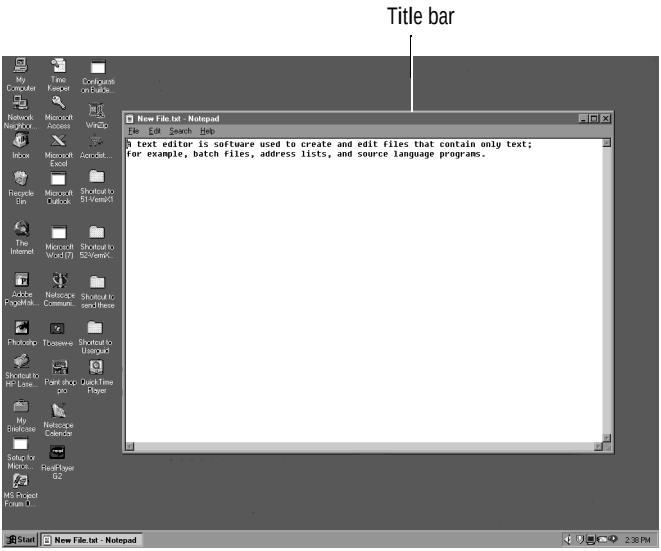
2. Click **New**, then click **Text Document**.

   Windows Millennium Edition creates an icon on the desktop called New Text Document with the icon name highlighted.

3. To give your document a meaningful name, type **My New Doc.txt** and press **Enter**.

4. Double-click the **My New Doc** icon.

   Windows Millennium Edition opens the new document in Notepad—the text editor built into Windows Millennium Edition.


Title bar
New File.txt - Notepad
File Edit Search Help
A text editor is software used to create and edit files that contain only text;
for example, batch files, address lists, and source language programs.
Start
New File.txt - Notepad

Sample Notepad window

Notice that when the document opens, there is a new button on the taskbar that reads My New Doc - Notepad (the name may be too long to fit into the taskbar space but, if you point to the name, Windows Millennium Edition displays the complete name). By displaying buttons like this one, the taskbar helps you keep track of the programs and files you currently have open.

To learn more about Notepad, click **Start**, then click **Help** or open the Help menu by pressing **F1**. For now, leave Notepad open and go on to the next lesson.

Lesson 5: Creating a new folder

DEFINITION: A folder is an area where you can store documents and other types of files. It is analogous to a file folder stored in a file cabinet. In this case, a disk drive in the computer is the file cabinet.

Windows Millennium Edition stores documents and programs in folders. It even stores other folders in folders. In this lesson, you will create a folder in which to store your new document.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   Windows Millennium Edition displays the desktop shortcut menu.

2. Click **New**, then click **Folder**.

   Windows Millennium Edition creates an icon on the desktop called New Folder with the icon name highlighted.

3. Type a name for the folder, such as **My Folder**, then press **Enter**.

4. Close the Notepad document you just created by clicking the **Close** button on the right side of the Notepad title bar.

   Windows Millennium Edition displays the document as an icon on the desktop.

5. Click the document icon and drag it toward your New Folder icon. Position the document icon over the New

Folder icon until it changes color, then release the primary button.

The outline of the document icon moves across the desktop and disappears into the folder.

6 To see your document, double-click the folder icon.

A window opens and displays the contents of the folder.

7 Close the window by clicking its **Close** button and continue with the next lesson to learn how to start programs.

Lesson 6: Starting programs

Usually, you will know which program you want to use for a particular task.

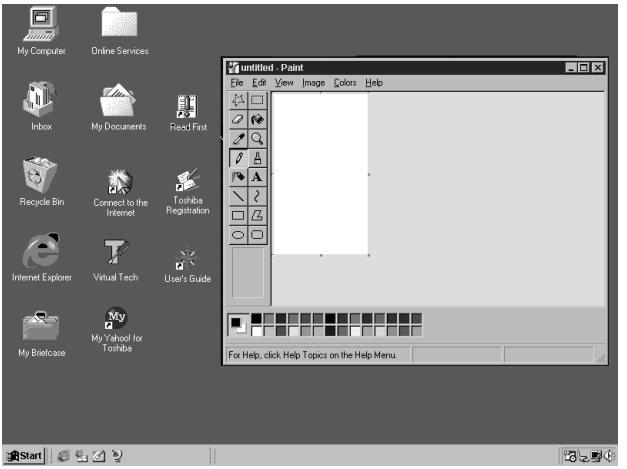
This lesson teaches you how to start programs, using two of the programs that are built into Windows Millennium Edition, Paint and Windows Explorer.

1 Click **Start**, then point to **Programs**.

Windows Millennium Edition displays a list of program folders.

2 Point to **Accessories**, then click **Paint**.

Windows Millennium Edition opens Paint—a basic drawing program.

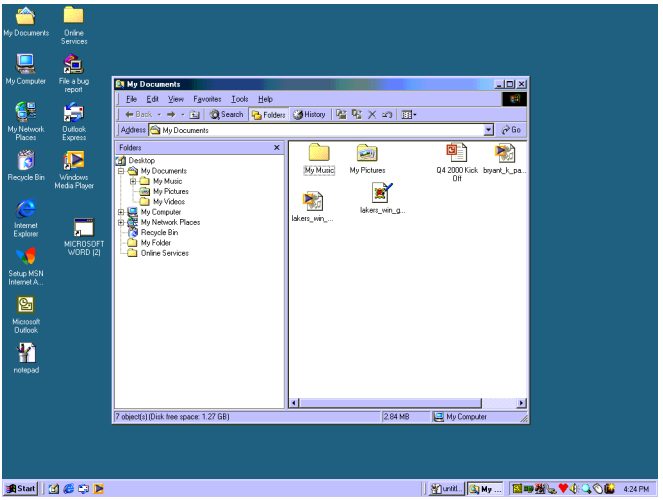


Sample Paint program open on the desktop

3 To open the second program, click **Start**, then click **Programs**.

4 Point to **Accessories**, then click **Windows Explorer**.

Windows Millennium Edition opens Windows Explorer, which provides access to all your computer's resources. For example, it lets you see all the files in a particular folder on the computer's hard disk.



Sample Windows Explorer open on the desktop

Notice the taskbar now has two buttons on it—one for Paint and one for Windows Explorer.

5 Click the **Paint** button on the taskbar.

Windows Millennium Edition displays the Paint program.

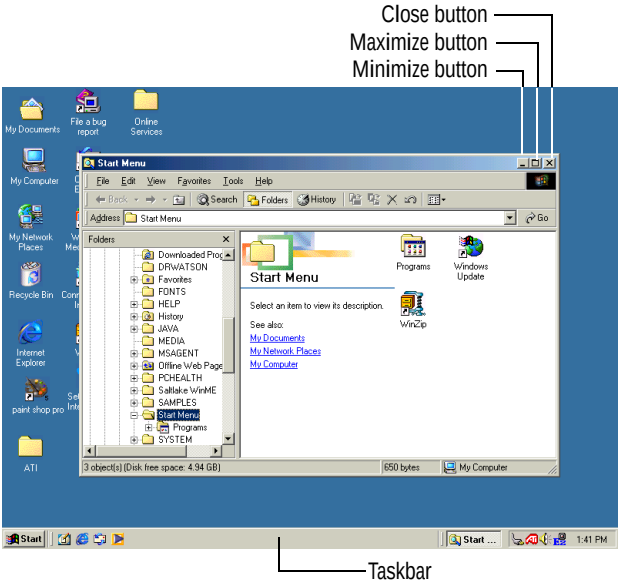
Windows Millennium Edition places the active window on top of other windows on the desktop unless you have selected a different display option. You can move back and forth between the two programs by clicking each button alternately.

Lesson 7: Resizing, repositioning, and hiding windows

If you have followed the lessons in this chapter, you now have a screen cluttered with several program windows. Fortunately, it is easy to create order out of this chaos. You

can resize and reposition windows so that you can see more than one of them at a time. You can also hide windows by removing them from the desktop without actually closing your document or program.

This lesson introduces several ways to adjust the size, shape, and position of windows open on the desktop.



Sample Windows Explorer open on the desktop

Using the taskbar

If you have applications open on the desktop, you can rearrange them by pointing your AccuPoint II device to the taskbar and clicking the secondary button. You have these options:

- Move windows
- Size windows

- Minimize all windows — display only the taskbar buttons
- Maximize windows
- Close windows

Choose your option depending on how you wish to set up your desktop.

Minimizing and maximizing windows

1. To make the Windows Explorer window the active window, click the **My Documents** button on the taskbar.

   Windows Millennium Edition highlights the Windows Explorer title bar to show that Windows Explorer is the active window.

2. Click the **Minimize** button at the top-right of the Explorer window to hide the window.

   Windows Explorer disappears from the desktop. However, it is still open, as you can see from the taskbar.

HINT: Minimizing program windows is a good way to clean up the desktop without actually closing programs.

3. Click the **Maximize** button in the top-right corner of the Paint window.

The Paint window expands to fill the screen, hiding everything except the taskbar. Notice that the Maximize button has changed. It is now called the Restore button.

HINT: Maximizing a program is a good way to work when you are only using that program and do not want any distractions on the screen.

Resizing and moving windows

1. Click the **Restore** button in the top-right corner of the Paint window.

   Paint returns to its previous size and location. Notice that the Restore button has changed back into the Maximize button.

   For the next few steps assume that you want to be able to see both Paint and Windows Explorer at the same time.

2. Move the pointer to the right-hand edge of the Paint window.

   The pointer changes to a two-headed arrow.

3. Click and drag the edge of the window until it takes up just less than half the width of the desktop.

4. Click the title bar of the Paint window and drag it to the left side of the desktop.

   You can move any window by clicking its title bar and dragging it.

5 Click the **My Documents** button on the taskbar.

6 Repeat steps 3 and 4 to change the size and position of Windows Explorer, placing it on the right side of the desktop.

Now that the windows are side by side, you can see how you could refer to one window while working in the other.

Resizing and moving windows allows you to rearrange the desktop to suit your needs. Experiment with different sizes and placements of windows to find the best arrangement for your work.

At this point you have two programs open on the desktop. The next lesson shows you how to close them.

Lesson 8: Closing programs and turning off the computer

Once you are finished working with a document or program, it is a good idea to close it. While you can run several programs at the same time, having a large number of programs and documents open simultaneously can slow down your computer.

This lesson teaches you how to close the programs you opened earlier in this tutorial.

To close the programs:

1 Click the **Close** button at the top-right of the Explorer window.

That is all there is to it. Windows Explorer closes, removing the Explorer button from the taskbar as well.

2 Close Paint and the My Computer window (assuming it is still open) by clicking the **Close** buttons for each program.

HINT: Always save your work before you close a program.

Lesson 9: Creating shortcuts

By adding shortcuts to your desktop, you can open programs or files with the click of a button. You will probably want to create shortcuts for the programs you use most frequently. This lesson explains how to create shortcuts using two Windows Millennium Edition accessories, Calculator and Character Map, as examples.

Creating a shortcut to the Calculator

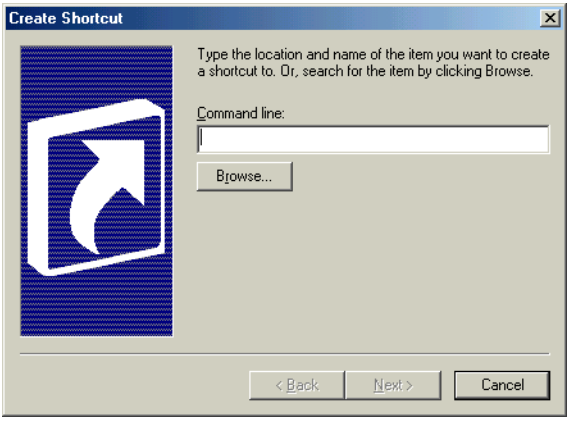
Use this method when you know the name and location of the program file to which you would like to create a shortcut.

1 Move the pointer to an empty area of the desktop, then click the secondary button.

Windows Millennium Edition displays the desktop shortcut menu.

2 Click **New**, then click **Shortcut**.

Windows Millennium Edition displays the Create Shortcut dialog box.


Create Shortcut
Type the location and name of the item you want to create a shortcut to. Or, search for the item by clicking Browse.
Command line:
Browse...
< Back
Next >
Cancel

Sample Create Shortcut dialog box

3 In the **Command line** box, type **c:\windows\calc.exe** and click **Next**.

4 Windows Millennium Edition prompts you to select a name for the shortcut.

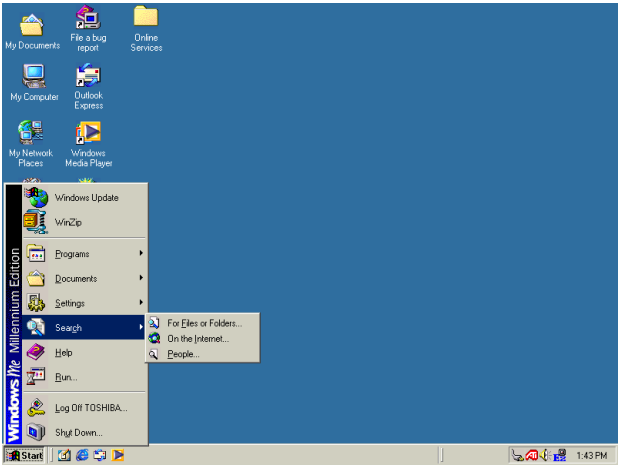
5 Type **Calculator** and click **Finish**.

Windows Millennium Edition displays the new shortcut on your desktop.

Creating a shortcut to the Character Map

Use this method when you don't know the name and location of the program file.

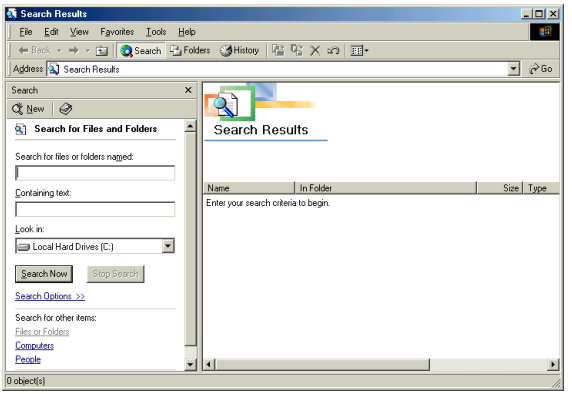
1 Click **Start**, then point to **Search**.



Sample Search options on the Start menu

2 Click **Files or Folders**.

Windows Millennium Edition displays the Search Results dialog box.



Sample Search Results dialog box

HINT: Search also allows you to perform searches on the Internet.

3 Type **char** in the **Search for files or folders named:** text box, and then click **Search Now**.

Windows Millennium Edition displays a list of all the files with “char” in their names.

4 Click the **Character Map** file with the secondary button and drag it to the desktop.

A shortcut menu appears.

5 Click **Create Shortcut**.

A shortcut to the Character Map appears on your desktop.

Clicking a shortcut icon opens the program or folder immediately. You can place as many shortcuts on your desktop as you find useful.

HINT: The Character Map is a useful tool when you want to add a special character to a document.

Lesson 10: Changing the wallpaper

You can personalize the background area of your desktop with pictures, patterns, or colors. The background of your desktop is also called "wallpaper."

The background of your desktop is considered a "property" of your desktop. This lesson will not only teach you how to change the background, but will also introduce you to properties.

Windows Millennium Edition treats all windows, icons, programs, drives, etc. as self-contained objects, each with its own set of properties (such as size, position on-screen, and color). Many of these properties can be customized to meet your particular needs and tastes.

DEFINITION: An object is an independent block of data, text, or graphics that was created by an individual application.

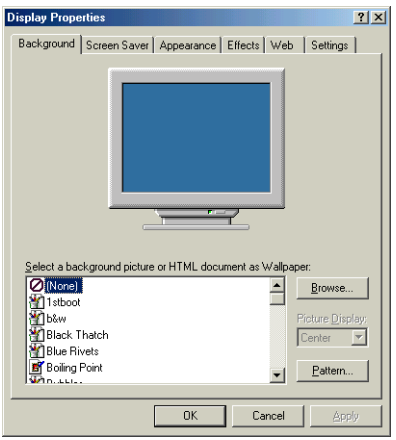
This lesson introduces object properties by showing you how to change one of the properties of the desktop—the wallpaper.

1. Move the pointer to an empty area of the desktop, then click the secondary button.

   Windows Millennium Edition displays the desktop shortcut menu.

2. Click **Properties**.

   Windows Millennium Edition opens the Display Properties dialog box.



Sample Display Properties dialog box

3. Click the **Background** tab.
4. Scroll through the wallpaper options by clicking the scroll arrows in the Wallpaper list box.
5. Try a different wallpaper pattern by clicking a name in the list box.

   Windows Millennium Edition displays a sample of the wallpaper selection in the monitor above the list box. Try several patterns.

6 To apply a pattern to your desktop, click **Apply**.

7 After you have chosen a wallpaper pattern and applied it to your desktop, click **OK**.

Windows Millennium Edition returns you to the desktop, with your new wallpaper displayed.

NOTE: To change the wallpaper and retain the Toshiba Active Menu, click on the Active Menu's Desktop Options, *select* Change Background Image, *and choose the background wallpaper of your choice.*

You can view any object's properties by clicking the object with the secondary button, then choosing **Properties** from the shortcut menu that appears.

The next lesson explains how to set two other properties—the date and time.

Lesson 11: Setting the date and time

You initially set the computer's date and time properties when you turned the computer on the first time and set up Windows Millennium Edition.

To change the date and time settings:

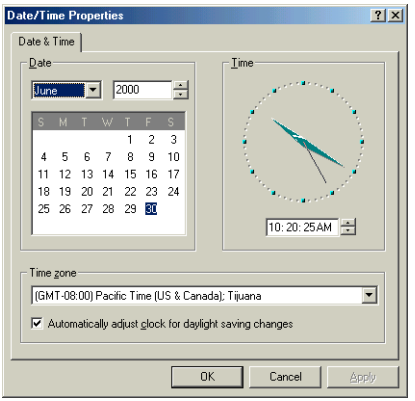
1 Click **Start**, then point to **Settings**.

2 Click **Control Panel**.

Windows Millennium Edition displays the Control Panel.

3 Double-click the **Date/Time** icon.

Windows Millennium Edition displays the Date/Time Properties dialog box.



Sample Date/Time Properties dialog box

HINT: To open the Date/Time Properties dialog box more quickly, either click the time display on the taskbar with the secondary button, then click Adjust Date/Time*, or double-click the time display.*

4 Click the **Date & Time** tab and set the correct month, year, day, and time.

5 Click the **Time Zone** drop-down list box and set your time zone.

6 Click **OK**.

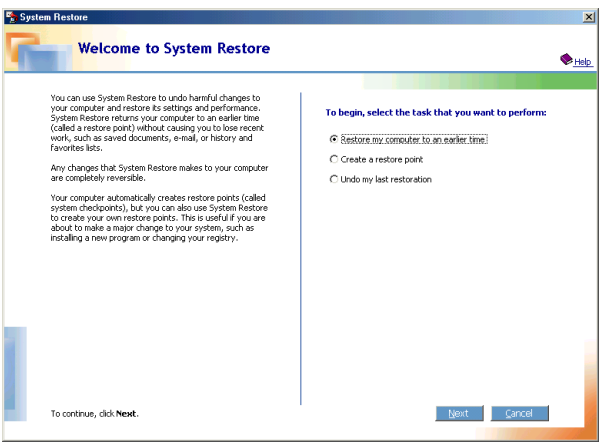
Continue with the next lesson to finish cleaning up the desktop.

Lesson 12: Using System Restore

The System Restore feature allows you to return your computer to the way it was configured on a specific date or time, a "restore point". This is useful if you are reconfiguring your computer for new hardware or software. In the event that your hardware or software causes your computer to malfunction, you can remove the offending item(s) and restore the system to the state it was in at the preset time.

To get to System Restore, click **Start**, point to **Programs**, **Accessories**, **System Tools** and **System Restore**.

The System Restore Welcome screen appears.


System Restore
Welcome to System Restore
Help
You can use System Restore to undo harmful changes to your computer and restore its settings and performance. System Restore returns your computer to an earlier time (called a restore point) without causing you to lose recent work, such as saved documents, e-mail, or history and favorites lists.
Any changes that System Restore makes to your computer are completely reversible.
Your computer automatically creates restore points (called system checkpoints), but you can also use System Restore to create your own restore points. This is useful if you are about to make a major change to your system, such as installing a new program or changing your registry.
To begin, select the task that you want to perform:
Restore my computer to an earlier time
Create a restore point
Undo my last restoration
To continue, click Next.
Next
Cancel

Sample System Restore welcome screen

Windows Millennium Edition guides you through the process of restoring your system to the selected date or time.

Lesson 13: Removing objects from the desktop

Earlier in this tutorial, you created a new icon on the desktop. Since everything you have done to this point has been just practice, you may want to return the desktop back to its original uncluttered state. This lesson explains how to remove objects from the desktop and introduces the Recycle Bin.

1. Click the **New Folder** icon you created, drag it until it is over the Recycle Bin icon and it changes color, then release the primary button.

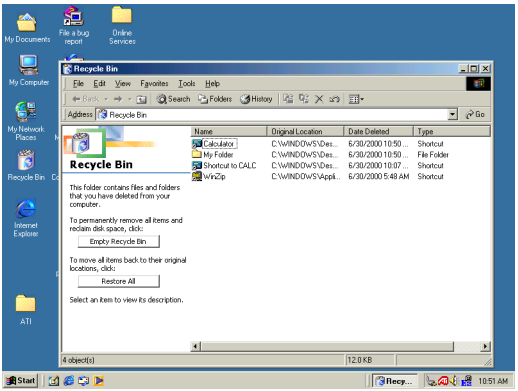
   The icon disappears. But, with Windows Millennium Edition, it is not really gone. It is merely set aside in the Recycle Bin so that you can restore or delete it later.

2. Repeat step 1 for any other icons you created during this tutorial.

   Each icon disappears as you drop it on the Recycle Bin.

3. Double-click the **Recycle Bin** icon.

   Windows Millennium Edition opens the Recycle Bin window. Notice that all the icons you dropped on the Recycle Bin are listed.



Sample Recycle Bin open on the desktop

4 To completely remove an object, select it, and then click **File**, **Delete**.

   The object is permanently deleted from the Recycle Bin.

Later on—in your real work, not in this tutorial—you will use the Recycle Bin to delete other objects such as folders, documents, and sometimes even programs. Still, the process is the same. Just drag an object's icon to the Recycle Bin.

If you change your mind and want to restore an object you sent to the Recycle Bin, select the object with the secondary button and click **Restore**. Windows Millennium Edition restores the object to the place from which it was deleted.

But when you are absolutely certain that you never want to see it again, delete it from the Recycle Bin.

To delete everything from the Recycle Bin at once, choose **Empty Recycle Bin** from the File menu.

HINT: Empty the Recycle Bin periodically. Even though an item is moved to the Recycle Bin, it still uses valuable space on the hard disk drive until it is deleted from the Recycle Bin.

Lesson 14: If I am lost, what do I do?

This lesson teaches you how to use some of the Help features in Windows Millennium Edition.

Windows Millennium Edition Help

Windows Millennium Edition has an excellent Help facility. If you cannot figure out how to do something, the answer is probably only a few clicks away.

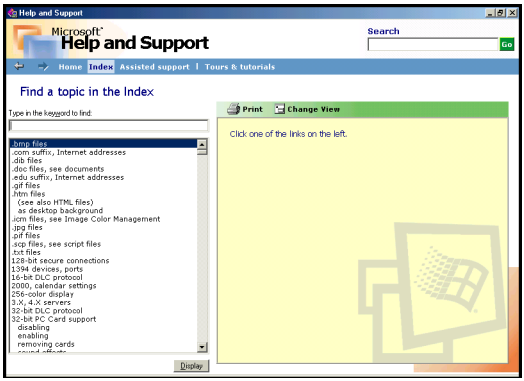
Assume that you want to draw a picture but don't know how.

1. If you have an application open, press **F1**, otherwise click **Start**, then click **Help**.

   Windows Millennium Edition opens the Help and Support window.

2. If you do not see the Index, click **Index**.

   Help and Support displays the Index.



Sample Help and Support Index

The left side of the screen contains the index. The text box above the index, where the cursor is flashing, lets you type in a topic you want to find in the index.

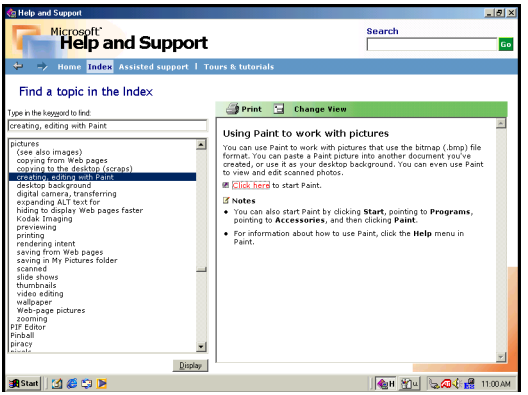
3 Type **pictures** in the text box.

Notice as you type that the index moves to locate what you typed. When you type the letter p, the topic list moves to the first entry that begins with P, and so on.

There are a number of topics listed under Picture. One of them, creating, editing with Paint, looks promising.

4 Double-click **creating, editing with Paint**.

Help opens a topic screen that gives a brief description of how to draw pictures, including an icon to start the Paint program.



Sample Drawing help window

5 Click the **Click Here** link.

Windows Millennium Edition opens the Paint program.

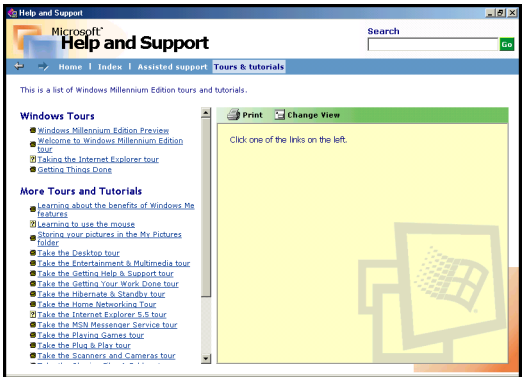
Not every Help topic contains a hot link to start the program it is talking about. However, when you do encounter one, it provides a convenient way to start the program to look at it while you read about the program in the Help topic.

Using the online tours and tutorials

Whether you are new to computers or you have some experience, the Windows Millennium Edition Tours and Tutorials collection is a good place to start.

If you are not familiar with either Windows 98 or Windows Millennium Edition, start with "Windows Millennium Edition Preview."

If you have used Windows 98, "Learning about the benefits of Windows Me features" is a helpful introduction to the new features in Windows Millennium Edition.


Help and Support
Microsoft
Help and Support
Search
Go
Home | Index | Assisted support | Tours & tutorials
This is a list of Windows Millennium Edition tours and tutorials.
Windows Tours
Windows Millennium Edition Preview
Welcome to Windows Millennium Edition tour
Taking the Internet Explorer tour
Getting Things Done
More Tours and Tutorials
Learning about the benefits of Windows Me features
Learning to use the mouse
Storing your pictures in the My Pictures folder
Take the Desktop tour
Take the Entertainment & Multimedia tour
Take the Getting Help & Support tour
Take the Getting Your Work Done tour
Take the Hibernate & Standby tour
Take the Home Networking Tour
Take the Internet Explorer 5.5 tour
Take the MSN Messenger Service tour
Take the Playing Games tour
Take the Plug & Play tour
Take the Scanners and Cameras tour
Print
Change View
Click one of the links on the left.

Sample Windows Millennium Edition Tours and Tutorials window

To start a Windows Millennium Edition tour or tutorial:

1. Click **Help**, then click **Tours and Tutorials**.

   The Microsoft Help and Support window takes you to the Tours and Tutorial section.

2. Scroll through the list of Tours and Tutorials and select the place you want to start.

3. Click the selected topic and follow the instructions on the screen.

Chapter 6

Exploring Your Options

In this chapter, you will explore other features of your Satellite notebook computer.

Windows Millennium Edition special features

Windows Millennium Edition offers you the best in digital media improved user experience, enhanced home networking and a richer Internet experience.

- Best in digital media — For digital photos, it provides easier image acquisition and image management in the My Pictures folder. For digital games, it provides easier access to online games, and game partners, and it includes an assortment of bundled games.
- Improved user experience — New system file protection, a system restore function, allowing you to rollback the system to its previous state; an improved help center, and support automation, helping to eliminate time wasted on collecting data. It also provides automatic Windows update.

- Enhanced home networking — Wizards simplify setting up your home network; you can easily share on Internet connection among multiple PCs; and an automatic discovery feature allows your computer to detect new and intelligent devices.
- Richest Internet experience — Provides you with Internet Explorer 5.5, NetMeeting® 3.1, MSN® Messenger, and Outlook® Express.

Personalizing your desktop

Your desktop is your virtual workspace. This section explains how to customize its features for the way you like to work. You can customize the following aspects of the desktop:

- Taskbar — determines which resources to display for quick access
- Active Desktop™ — determines what information from the Internet to always display
- Desktop style — determines how windows are displayed and how to browse folders and files
- Toolbars — determines what information appears at the top of each window

Customizing the taskbar

As you work, the taskbar changes to reflect what you are doing. Its icons provide shortcuts to programs, documents, files, folders, system features, and components. Open applications also have Forward and Backward buttons to allow navigation through folders, documents, and Web sites.

For example, you can personalize the taskbar to include not only Quick Launch icons, but also your favorite URL addresses or local folders and programs.

DEFINITION: URL stands for Universal Resource Locator, which is the address that defines the route to a file on the Web or any other Internet facility. Generically, it is known as the World Wide Web site address.

Having a list of favorite URLs handy saves time because using it bypasses the need for you to launch your browser first.

To access all taskbar options:

1. Point to an empty space in the taskbar and click the secondary button.
2. Point to **Active Desktop** and customize your setting.

Bringing the world to your desktop

With Windows Millennium Edition you can set up your desktop with complete World Wide Web integration at a single click. As Microsoft Help says, “The Active Desktop interface lets you put ‘active content’ from Web pages or a channel on your desktop. You can make your desktop truly your own space by adding the active items you need to refer to on a regular basis: news, weather, sports, stock prices or whatever you want to have at hand.”

Turning on the Active Desktop

The first step to bring active content to your desktop is to turn on the Active Desktop:

1. Place the cursor on an empty space on the desktop and click the secondary button.
2. Point to **Active Desktop**, then click **Show Web Content**.

   Your desktop is ready to set up.

Adding components to the Active Desktop

1. Point to an empty space on the desktop, click the secondary button, and click **Properties**.
2. Click the **Web** tab.

   Windows Millennium Edition displays a list of items to add to the desktop.
3. To view additional components, click **New**.

   The New Active Desktop Item dialog box appears.
4. To browse the Active Desktop Gallery for more components to add, click **Visit Gallery**.
5. To select some other Web site, click **Cancel**, and then type the address of the Web site you want, or click **Browse** to locate it.

You can configure the Active Desktop in several other ways. For further information, see your Windows Millennium Edition documentation or access Windows Help by clicking **Start**, and then **Help**.

Personalizing individual windows

Just as you can display a Web page on your desktop, you can also display a Web page in an individual window. If you subscribe to the Web page, it can be automatically updated on a regular basis. For example, using this Web integration feature you can monitor weather, game scores, stock prices, or headlines — all in the window of your choice.

Adding a background to a window

If you select art or a Web page as a window background, you need to set your desktop style to Web style — or select the **As Web Page** option from the Tools menu.

To add a background to a window:

1. Double-click **My Computer**.

   The My Computer window opens.

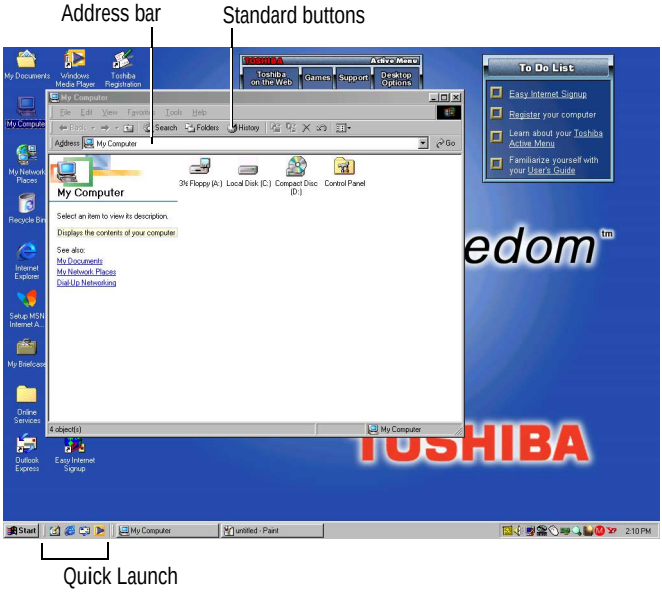
2. Open the folder you want to customize.

3. On the **Tools** menu, click **Customize this Folder**, and then follow the instructions in the Customize this Folder wizard.

Customizing window toolbars

You can display one or more customizable toolbars at the top of a window. As you browse, Windows Millennium Edition detects the kind of information presented in the window and automatically displays the appropriate toolbar buttons and menus.

You can also add these toolbars to the taskbar.



Sample toolbar locations

The elements you can add to the top of the window are:

Toolbar element	*Description*
Address Bar	Opens Web pages, programs, folders or documents. By default, the address bar shows your current location, and whether it is a folder or a Web page. You can browse to another location by typing an address — a URL, a path, or even a program name. If you start typing a previously typed address, the AutoComplete feature finishes the address for you.

Toolbar element	*Description*
Standard buttons	Displays buttons for commonly used commands, such as copying, pasting, deleting items, changing views, and browsing backward and forward.
Links	Goes to featured pages, such as the Best of the Web site. You can create your own custom links.
Quick Launch	Opens your browser or email program or allows you to view channels or instantly bring your desktop to the front. To add a new toolbar button, drag the program icon to the Quick Launch tray.

Displaying a toolbar in a window

1. On the desktop, double-click **My Computer**.

   The My Computer window appears.

2. On the **View** menu, point to **Toolbars**, then click the name of the toolbar you want to display.

   The toolbar appears below the menu bar of the current window.

Using your computer at the office

By connecting an external monitor, external full-size keyboard, and a mouse, you can work with your notebook as if it were a standard office computer.

An external monitor connects to the monitor port.

An external PS/2-compatible keyboard or a PS/2 mouse connects to the PS/2 port.

A USB mouse connects to one of the two USB ports.

Exchanging data with another computer

To transfer a large amount of information between computers, you can use the Windows Millennium Edition Briefcase, or a specialized synchronization program and the computer's parallel port.

Transferring files

To transfer files through the parallel port, you need an optional LapLink®-compatible parallel cable.

1. Connect the cable.
2. Load the transfer program on both computers.
3. Set any specific options.
4. Start the transfer.
5. When you have finished transferring files, close the programs on both computers.

Getting help transferring files

1. Click **Start**, then **Help**.
2. Choose the **Index** tab.
3. In the dialog box, type **direct cable connection**.
4. Follow the online guide instructions.

An overview of using the Internet

The following sections give a quick introduction to the Internet and some of its exciting features, under these headings:

- The Internet
- The World Wide Web
- Internet Service Providers
- Connecting to the Internet
- Surfing the Internet
- Internet features
- Internet chat rooms
- Internet news groups
- Online shopping
- Uploading and downloading files from the Internet

For more information about the Internet, see Lesson 3: Learning about the Internet on page 108.

The Internet

The Internet is an association of thousands of networks and millions of computers around the world connected by communications lines. They all work together to share information.

The World Wide Web

The World Wide Web (or "Web") is a subset of the Internet — a collection of interlinked documents (located on computers connected to the Internet) that work together using a specific Internet protocol called Hypertext Transfer Protocol (HTTP).

The World Wide Web offers information as text, images, audio, or video to be referenced from anywhere in the world. Special programs called Web browsers are specifically designed to work with HTTP. They make it easier to connect to a particular network address and send and receive information.

Internet Service Providers

To connect a computer directly to the Internet, many people and businesses use an Internet Service Provider (ISP). An ISP is a company that has the equipment and the telecommunication lines necessary to maintain an Internet connection.

You can connect to the Internet by using a telephone and modem or through other higher-speed communication methods such as Digital Subscriber Lines (DSL), cable, and satellite links.

Connecting to the Internet

To connect to the Internet, you need:

- A modem
- A Web browser
- A telephone line
- An Internet Service Provider (ISP) account

Microsoft's Web browser Internet Explorer is automatically configured on your system so that when you first start it, it guides you through signing up for a new ISP account with AT&T WorldNet Service, or assists you in setting up your computer to work with your existing ISP. If you choose to sign up for Internet access with AT&T WorldNet, you will not be charged for the call.

Once you have established an ISP account, you can connect to the Internet.

1. Connecting your computer's modem to a telephone line.

   For more information on connecting a modem, see Setting up for communications on page 80.

2. Start your Web browser. Have your modem dial the ISP's telephone number, and establish a connection with the ISP's computer.

Toshiba and Yahoo! have joined together to offer you a free account on Yahoo!. In order to sign up for Yahoo!, you must have an Internet access account.

If you are using your computer at the office, then you probably connect to the Internet through your company's network. See your network administrator about connecting to the Internet.

Surfing the Internet

Once connected to the Internet, the Web browser displays a home page, for example, your ISP's home page on the Internet or company's Web site home page.

To visit a desired Web site, type in the Web address. The Web address, or Uniform Resource Locator (URL), is a unique identifier for that computer system linked to the Internet. Web addresses can also appear within a Web page's text, and are known as links. Clicking a link automatically transfers your Web browser to that site.

You can also use a Search Engine, a Web site specifically designed to help you look for information.

Internet features

The Internet offers many types of communication tools to help you perform many tasks.

- Internet email

  To send and receive email of your own, you need a mailbox on the Web, or an email address.

  If you have an account with an ISP, you can probably set up an email address at the same time you sign up for the service.

- Internet chat rooms

  A chat room is a Web site that offers a place where people with similar interests and ideas can communicate in real-time, one-on-one or in groups, by typing messages which are instantly viewed by others on their computer screens.

- Internet news groups

  A newsgroup is similar to a chat room, but instead of using a dedicated site to converse about a specialized subject with others in real-time, it uses a Web site as a clearinghouse where all the messages are placed, like a gigantic bulletin board.

- Online shopping

  Many Web sites offer products and services for sale.

Uploading and downloading files from the Internet

Transferring files from one computer to another is termed uploading (transferring data from your computer to a site on the Web), or downloading (transferring data from a site on the Web to your computer).

There are several ways to upload or download data. It can be as simple as attaching a file or document to an email, or you can use the File Transfer Protocol (FTP) features of your Web browser to transfer large amounts of data.

Toshiba's online resources

Toshiba maintains a number of online sites to which you can connect. These sites can provide information about Toshiba products, give help with technical questions, and keep you up to date with future upgrades. For more information, see Contacting Toshiba on page 191.

Exploring audio features

You can use your computer to record sounds using an external microphone. You can play .wav sound files or audio CDs using the built-in speakers, headphones or external speakers.

Recording sounds

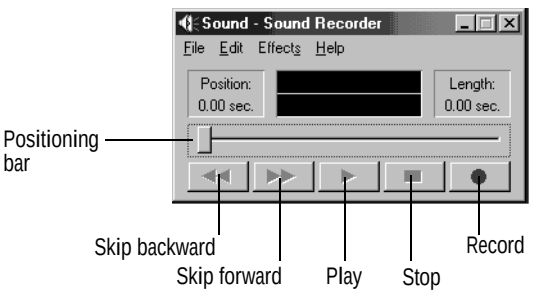
You can make audio recordings and save them as .wav files by connecting an external microphone or other sound source to the microphone jack and using Windows' Sound Recorder.

DEFINITION: A .wav (pronounced "wave") file is the format for storing sound in files developed jointly by Microsoft and IBM. Support for .wav files was built into Windows 95 making it the de facto standard for sound on PCs. A .wav file can be played by nearly all Windows applications that support sound.

Using a microphone

1 Connect an external microphone to the computer.

2 Click **Start**, point to **Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**.



Sound Recorder screen

3 Click the **Record** button and speak normally into the microphone.

4 When you have finished recording, click the **Stop** button.

The Audio Recorder window displays the new sound file as a waveform.

5 To hear what you just recorded, click the **Play** button.

6 To save the file, select **Save** from the File menu.

Adjusting recording quality

The better the quality of the recording, the more disk space the sound file requires. Experiment to find a balance that fits your needs.

1 Open Sound Recorder, if necessary. (Click **Start**, point to **Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**.)

2 In the Sound Recorder window, click **Edit**, then click **Audio Properties**.

3 In the Audio Properties dialog box, adjust the Recording Volume, Preferred device, and Preferred quality.

4 Click **OK**.

Your new settings take effect the next time you record.

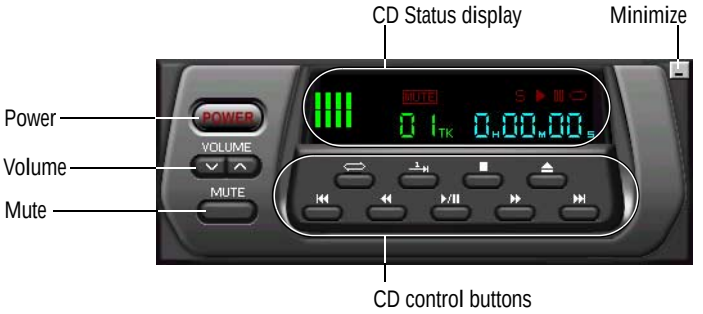
Using the EZ CD Player

You can use your computer to play audio compact discs.

WARNING: Before playing an audio compact disc, turn down the volume. Playing the compact disc at maximum volume could damage your ears.

To insert a compact disc in the CD-ROM drive, follow the instructions in Inserting a disc on page 72.

The computer automatically detects the compact disc in the CD-ROM drive, opens EZ CD Player and begins to play back.



EZ CD Player screen

The CD Player control panel works much like an ordinary compact disc player — clicking on the various buttons allows you to play, pause, fast-forward, repeat, or stop the playback.

The CD Status display shows the volume level, current track number and play time, and activated CD control modes.

Use the minimize button to close the EZ CD Player window.

Use the power button to close EZ CD Player.

Use the volume up/down buttons to increase or decrease the player volume.

Click the mute button to mute the player audio.

The CD control buttons control the playing of the CD.

Use the Repeat Play button to repeat a track or an entire CD.

The Single Play button plays the track or an entire CD just once.

The Stop button stops playing the CD track and returns it to the beginning of the track.

The Eject button opens or closes the CD-ROM tray.

The Previous track button returns to the preceding track on the disc.

The Skip backward button skips backward within the current track until you release the button.

The Play/Pause button starts playing the current track in the CD-ROM drive, or pauses an already playing track.

The Skip forward button skips forward within the current track until you release the button.

The Next track button skips to the beginning of the following track on the disc.

Using external speakers or headphones

Your computer is equipped with a full stereo sound system with internal speakers. Instead of using the internal speakers, you can connect headphones or a pair of external stereo speakers.

TECHNICAL NOTE: Use amplified speakers that require an external power source. Other types of speakers will be inadequate to produce sound from the computer.

To play back sound files through external speakers or headphones:

1. Locate the headphone jack on the computer.
2. Using any necessary adapters, plug the cable from the headphones or external speakers into the headphone jack.

   The headphone jack requires a 16-ohm stereo mini-jack.

To adjust the volume:

- For external speakers, use the volume controls on each speaker.

- For headphones, use the speaker volume control button.

Emulating a full-size keyboard

Although the computer's keyboard layout is compatible with a standard full-size keyboard, it has fewer keys.

Pressing the Fn key simultaneously in combination with one of the specially marked keys allows you to emulate a full-size keyboard.

PART II

TECHNICAL REFERENCE

What is in Part II

This part explains your computer's functions in detail and provides a reference for utilities included with your Satellite computer.

Chapter 7

If Something Goes Wrong

Some problems you may encounter when using the Satellite computer are relatively easy to identify and solve. Others may require help from your dealer or the manufacturer of a software program.

This chapter aims to help you solve many problems yourself without needing additional help. It covers the problems you are most likely to encounter.

If all else fails, contact Toshiba. You will find information on Toshiba's support services at the end of this chapter.

Problems that are easy to fix

Your program stops responding.

If you are working with a program that suddenly freezes all operations, chances are the program has stopped responding. You can exit the failed program without shutting down Windows Millennium Edition or closing other programs.

To close a program that has stopped responding:

1. Press **Ctrl**, **Alt**, and **Del** simultaneously (once).

   Windows Millennium Edition displays the Close Program dialog box. This box lists all the programs and processes currently in operation. If a program has stopped responding, the words "not responding" appear beside its name in the list.

2. Select the program you want to close, then click **End Task**.

   Closing the failed program should allow you to continue working. If it does not, continue with step 3.

3. Close the remaining programs one by one by selecting the program name and clicking **End Task**.

4. Click **Shut down**.

   Windows Millennium Edition displays the Shut down Windows dialog box.

5. Select **Restart**, then click **Yes**.

   Your computer shuts down and restarts Windows Millennium Edition, thus restoring operations.

CAUTION: Pressing Ctrl, Alt, *and* Del *simultaneously twice to restart your computer is not recommended. By closing all open programs prior to shutting down Windows Millennium Edition you ensure that all data is saved.*

Your program performs an illegal operation.

If you receive the message, "Your program has performed an illegal operation," you should record the details of the message and consult the software manufacturer.

To record the details:

1. Click the **Details** button and select the text Windows Millennium Edition displays.

   The Details button displays information that the software manufacturer needs to help you solve your problem.

2. Press **Ctrl** and **c** simultaneously to copy the text to the clipboard.

3. Open Notepad (click **Start**, point to **Programs**, then point to **Accessories** and click **Notepad**).

4. Press **Ctrl** and **v** simultaneously to paste the details into Notepad.

5. Add a paragraph break and type some notes describing what you were doing when you received the message.

6. Save the file and refer to it when you contact the software manufacturer.

You open a program that immediately stops responding.

If CPU Sleep mode is on (enabled), it may stop a program from responding. Close the program you are trying to open and turn off (disable) Sleep mode. Then, try to run the program again.

To close the program:

1. Press **Ctrl**, **Alt**, and **Del** simultaneously.

   The Close Program dialog box displays all the programs and processes currently in operation. If the program has stopped responding, the words “not responding” appear beside it.

2. Click **End Task**.

3. When the dialog box appears, click **End Task** again.

Problems when you turn on the computer

These problems may occur when you turn on the power.

The computer will not start.

Make sure you attached the AC adapter and power cable properly or installed a charged battery.

Press and release the power button.

The computer is not accessing the hard disk or the diskette drive.

Your computer normally loads Windows from the hard disk. If you have a hard disk problem, you will not be able to start the computer. Insert a system diskette into the diskette drive, then press the power button.

The computer displays the Non-System disk **or** disk error **message.**

Make sure there is no diskette in the diskette drive. If there is one, remove it and press any key to continue.

If pressing any key does not work, press **Ctrl**, **Alt**, and **Del** keys to shut down the computer, then try restarting it.

Windows Millennium Edition is not working

Once you are familiar with the desktop and used to the way Windows Millennium Edition responds to your work routine, you can easily detect if Windows Millennium Edition is not working correctly. For example:

- Windows Millennium Edition fails to start after the Starting Windows message appears.
- Windows Millennium Edition takes a long time to start.
- Windows Millennium Edition responds differently from the normal routine.
- The screen does not look right.

Unless a hardware device has failed, problems usually occur when you change the system in some way such as installing a new program or adding a device.

If you experience any of these problems, use the start options in the Windows Millennium Edition Start menu to fix the problem.

Using startup options to fix problems

If Windows Millennium Edition fails to start properly, you may have to change your system's configuration or verify the startup procedure to fix the problem. To do this, use the options in the Windows Millennium Edition Startup menu.

This section describes each option and when to use the procedure.

To open the Startup menu:

1. Restart your computer.
2. Press **F8** when your computer starts.

   The Startup menu displays these options:

   - Normal
   - Logged (Bootlog.txt)
   - Safe mode
   - Step-by-step confirmation

TECHNICAL NOTE: If your computer is connected to a network, the Startup menu may display different versions of Safe mode.

Normal

Selecting Normal starts Windows Millennium Edition under normal conditions. Start the computer in Normal mode when there are no apparent problems with the system.

Logged (Bootlog.txt)

Selecting Logged starts Windows Millennium Edition under normal conditions and creates a hidden startup log file named C:\Bootlog.txt. This file records every step of the system's startup process.

You or a qualified Windows Millennium Edition expert can use this log file to check the loading and initializing of Windows Millennium Edition device drivers.

DEFINITION: A device driver is a file that contains information to help the computer's BIOS (Basic Input/Output System) control the operation of devices connected to the system.

Safe mode

Selecting Safe mode bypasses basic startup files and starts Windows Millennium Edition, enabling only the mouse, keyboard, and standard VGA display drivers.

Running Safe mode allows you to undo any changes you made to the system configuration that may have caused Windows Millennium Edition or a device to fail. For example, if you choose a resolution that is not supported by the display, Windows Millennium Edition will have a problem starting correctly. Safe mode bypasses the setting and allows you to change the resolution to one supported by the display. Once you have done this, Windows Millennium Edition will start correctly.

Other problems may involve a device driver. See Windows Millennium Edition can help you on page 166 to fix the problem.

TECHNICAL NOTE: Windows Millennium Edition automatically starts in Safe mode if it detects that system startup failed or the Registry (the file that defines how Windows Millennium Edition is set up) is corrupted.

Step-by-step confirmation

When you turn on your computer, Windows Millennium Edition processes the startup files. With Step-by-step confirmation, the system asks you to confirm each line of the startup process once it appears.

Use this option when:

- The startup process fails while loading the startup files.
- You need to verify all drivers are being loaded.
- You need to temporarily disable one or more specific driver(s).
- You need to check for errors in the startup files.

Windows Millennium Edition uses a file called Io.sys, which contains all the information needed to start the computer. Although your computer does not need the Config.sys and Autoexec.bat files to start, it does process these files to support backward compatibility with some programs and device drivers. The same holds true for the System.ini and Win.ini files.

TECHNICAL NOTE: Programs and devices that are backward compatible are designed to work with older operating systems and other programs. For example, many features of Windows Millennium Edition are backward compatible with earlier versions of Windows. This lets you use older programs with Windows Millennium Edition.

Most of the information contained in these files is now stored in the Windows Millennium Edition Registry. However, they are still processed during system startup. Bootlog.txt file contains a record of all the components and drivers loaded during startup and the status of each. When you select Step-by-step confirmation, you can view all these files one line at a time to help diagnose the cause of a problem.

Internet problems

My Internet connection is very slow.

Many factors contribute to the speed with which you can surf the Internet. They include: modem speed, time of day (when everyone else is surfing, your access can be slow) and popularity of the site. If accessing a particular site is very slow, try again later.

My browser can't find the URL address I typed in.

Make sure you separated the domain names of the address with the forward slash (/). Check the spelling of each name and the syntax of the address carefully. A single incorrect letter, missed period ("dot") or other mistake makes it impossible for your browser to locate the site.

My browser can't find a site I bookmarked.

The World Wide Web is constantly changing. A site you bookmarked yesterday may not be available today or its server may be down for temporary repair. Try again later.

Windows Millennium Edition can help you

If Windows Millennium Edition has started properly, but you still have a problem using your computer, the online Help can assist you in troubleshooting the problem.

To access Windows Millennium Edition Help:

1. Click the **Start** button and click **Help**.
2. Double-click **Troubleshooting**.
3. Double-click a problem you would like help with, and follow the steps on the screen.

Troubleshooters

Windows Millennium Edition includes a wide range of helpful troubleshooters that can assist you with many common computer problems. For instance, if you are having difficulty setting up a new printer, the Print troubleshooter can walk you through the setup process step by step. Troubleshooters are available through Windows Help, and they are constantly updated and supplemented on the Microsoft Support Online Web site.

You can connect to Support Online by clicking **Search Online Support** in Windows Help or by connecting to: http://support.microsoft.com

Resolving a hardware conflict

If you receive an error message telling you there is a device driver conflict or a general hardware problem, try using Windows Millennium Edition Help to troubleshoot the problem first.

To access Help on hardware conflicts:

1. From the Windows **Help** menu, double-click **Troubleshooting**.
2. Click **Hardware and system device problems** and follow the steps.

If there is still a problem, Windows Millennium Edition should display a message that explains what the conflict is. If this happens, you may need to solve the problem on your own.

A plan of action

The smooth operation of the system depends on the interaction of all devices, programs, and features. If the system or one of its attached devices isn't working, resolving the problem can be time- consuming and frustrating.

The recommended procedure for getting multiple devices to work together is to add and set up one device at a time. After you add each device, test it to make sure it and all previously connected devices work.

The device most recently connected to the system is the one most likely to be causing a hardware conflict.

Resolving hardware conflicts on your own

Computer components need resources to accomplish a task. A device, such as a CD-ROM drive or a modem, needs a channel to the computer's Central Processing Unit (CPU). It also needs a direct channel to the computer's memory to store information as it works. These channels of communication are commonly referred to as system resources.

Interrupt Request Channel

The channel to the CPU is called an Interrupt Request (IRQ) because it interrupts what the processor is doing and requests some of the processor's time. If two or more devices use the same IRQ, the processor does not know which device is asking for attention. This causes a hardware conflict.

Direct Memory Access

Similarly, the data required by the device is stored in a specific place or address in memory called the Direct Memory Access (DMA). The DMA provides a dedicated channel for adapter cards to bypass the microprocessor and access memory directly. If two or more devices use the same DMA, the data required by one device overwrites the data required by the other, causing a hardware conflict.

Plug and Play

With Plug and Play and Windows Millennium Edition, avoiding hardware conflicts is easy. Plug and Play is a computer standard that helps the system BIOS (basic input/output system) and the operating system to automatically assign system resources to Plug and Play-compliant devices. In theory, if every device connected to the computer is Plug and Play-compliant, no two devices will compete for the same system resources. You simply plug in the device and turn on your computer. Windows Millennium Edition automatically sets up your system to accommodate the new device.

However, if you install an older (legacy) device that Windows Millennium Edition cannot recognize, the operating system may have difficulty assigning system resources to it. As a result, a hardware conflict can occur. To see what resources Windows Millennium Edition has assigned to the device, see Checking device properties on page 171.

Resolving conflicts

There are three things you can do to resolve hardware conflicts.

- Disable the device.

  For an older device, remove it from the computer. For a Plug and Play device, see Fixing a problem with Device Manager on page 170.

- Disable another system component and use its resources for the new device. See Fixing a problem with Device Manager on page 170.

- Reconfigure the device so its requirements do not conflict. Refer to the device's documentation for instructions about changing settings on the device.

Fixing a problem with Device Manager

Device Manager provides a way to check and change the configuration of a device.

CAUTION: Changing the default settings using Device Manager can cause other conflicts that make one or more devices unusable. Device Manager is a configuration tool for advanced users who understand configuration parameters and the ramifications of changing them.

Disabling a device in Windows Millennium Edition

1. Click the **My Computer** icon with the secondary button, then click **Properties**.

   The System Properties dialog box appears.

2. Click the **Device Manager** tab.

3. Select the device and click **Properties**.

   A dialog box displays the device's properties.

4. In the General section of the dialog box, check the box next to **Disable in this hardware profile**.

5. Click **OK**.

Checking device properties

Device Manager provides a way to view the properties of a device. Properties include the name of the manufacturer, the type of device, the drivers installed, and the system resources assigned to the device.

To check a device's properties:

1. Click the **My Computer** icon with the secondary button, then click **Properties** to display the System Properties window.

2. Click the **Device Manager** tab.

3. To view the device(s) installed, double-click the device type.

4. To view the properties, double-click the device.

   Windows Millennium Edition displays the Device Properties dialog box, which provides various tabs from which to choose. Some of the common ones are:

- The **General** tab, which provides basic information about the device.
- The **Resources** tab, which lists the resources assigned to the device. If you have a device conflict, it is shown in the Conflicting device list.
- The **Drivers** tab, which displays the drivers being used by the device.

For more information about Device Manager, refer to Windows Millennium Edition online help.

Fixing device-related problems

If you don't have a hardware conflict, but you think your problem could be related to one of your computer's devices, you can use:

- Dr. Watson — A diagnostic tool that takes a snapshot of your system whenever a system fault occurs.
- System Information — Collects your system configuration information and provides a menu for displaying the associated system topics.

After diagnosing the problem, read the part of this section that describes problems and solutions related to specific devices.

Memory card problems

Incorrectly connected or faulty memory cards may cause errors that seem to be device-related. So it is worthwhile checking for these first:

1. Click **Start**, then click **Shut down**.

2. Click the button next to **Shut down**, then click **OK**.

   Windows Millennium Edition shuts down and turns off the computer automatically.

3. Remove the memory card.

4. Reinstall the memory card, following the instructions in Installing additional memory (optional) on page 34, and making sure it is seated properly.

5. Check for the error again.

6. If the error recurs, remove the memory card entirely and check for the error again.

   If removing the memory card eliminates the error, the memory card may be faulty. If the error recurs without the memory card installed, the error is not caused by the memory card.

Power problems

Your computer receives its power through the AC adapter and power cable or from the system batteries (main battery and real-time clock (RTC) battery). Power problems are interrelated. For example, a faulty AC adapter or power cable will neither power the computer nor recharge the batteries.

Here are some typical problems and how to solve them:

The AC power light does not come on when you plug in the AC adapter and power cable.

Make sure the AC adapter and power cable are firmly plugged into both the wall outlet and the computer.

If the AC power light still does not come on, check that the wall outlet is working properly by plugging in a lamp or other appliance.

The AC adapter and power cable work correctly, but the battery will not charge.

The battery doesn't charge while the computer is consuming full power. Try turning off the computer.

The main battery may not be inserted correctly in the computer. Turn off the computer, remove the battery, clean the contacts with a soft dry cloth (if necessary) and replace the battery.

The battery may be too hot or too cold to charge properly. Its temperature needs to be in the range 50 degrees to 88 degrees Fahrenheit (10 degrees to 30 degrees Celsius). If you think this is the probable cause, let the battery reach room temperature and try again.

If the battery has completely discharged, it will not begin charging immediately. Leave the AC adapter and power cable connected, wait 20 minutes and see whether the battery is charging.

If the battery light is glowing after 20 minutes, let the computer continue charging the battery for at least another 20 minutes before you turn on the computer.

If the battery light does not glow after 20 minutes, the battery may have reached the end of its useful life. Try replacing it.

The battery appears not to power the computer for as long as it usually does.

Check the power options using the Windows Millennium Edition Power Options utility. Have you added a device, such as a PC Card or memory module, that takes its power from the battery? Is your software using the hard disk more? Is the display power set to turn off automatically? Was the battery fully charged to begin with? All these conditions affect how long the charge lasts.

For more information on maximizing battery power, see Maximizing battery life on page 86.

Keyboard problems

If, when you type, strange things happen or nothing happens, the problem may be related to the keyboard itself.

The keyboard produces unexpected characters.

A keypad overlay may be on. If the numeric keypad or cursor control light is on, press **Fn** and **F10** simultaneously to turn off the cursor control light or press **Fn** and **F11** simultaneously to turn off the numeric keypad light.

If the problem occurs when both the keypad overlays are off, make sure the software you are using is not remapping the keyboard. Refer to the software's documentation and check that the program does not assign different meanings to any of the keys.

You have connected an external keyboard and Windows Millennium Edition displays one or more keyboard error messages.

If you have a second keyboard, try it. If it works, the first keyboard may be defective or incompatible with your computer.

Nothing happens when you press the keys on the external keyboard.

You may have plugged the external PS/2 keyboard in while the computer was turned on. Using the AccuPoint II pointing device, click **Start**, then click **Shut down**. In the Shut down Windows Millennium Edition dialog box, select **Restart** and click **OK**. The computer will restart and recognize the device.

The keyboard locks and the computer will not restart.

Make sure the power is on and press the Shutdown button. Then press the power button again to turn on the computer.

AccuPoint II problems

Some of the keyboard problems already listed may affect the AccuPoint II. This section identifies additional problems.

Your finger slides off the AccuPoint II easily.

If the AccuPoint II cap is oily, remove the cap and clean it with a cotton swab dipped in rubbing alcohol.

To remove the cap, grasp it firmly and pull it straight up.

After cleaning the cap, position it on the peg and press it into place.

HINT: The peg is square, so be careful to align the cap's hole with the peg.

Display problems

Here are some typical display problems and their solutions:

The display is blank.

Display Auto Off may have gone into effect. Press any key to activate the screen.

You may have activated the instant password feature by pressing **Fn** and **F1** simultaneously. If you have registered a password, press Enter, type your password, then press **Enter**. If no password is registered, simply press **Enter**. The screen reactivates and allows you to continue working.

If you are using the built-in screen, make sure the display priority is not set for an external monitor. To do this, press **Fn** and **F5** simultaneously (once). If this does not correct the problem, press **Fn** and **F5** simultaneously again to return the display priority to its previous setting.

If you are using an external monitor:

- Check that the monitor is turned on.
- Check that the monitor's power cable is firmly plugged into a working power outlet.
- Check that the cable connecting the external monitor to the computer is firmly attached.
- Try adjusting the contrast and brightness controls on the external monitor.
- Press **Fn** and **F5** simultaneously to make sure the display priority is not set for the built-in screen.

The screen does not look right.

You can change the display settings by clicking a blank area of the desktop with the AccuPoint II secondary button, then clicking Properties. This causes Windows Millennium Edition to open the Display Properties dialog box. The Appearance tab of this dialog box allows you to choose the colors for the screen. The Settings tab allows you to choose the screen resolution.

The built-in screen flickers.

Some flickering is a normal result of the way the screen produces colors. To reduce the amount of flickering, try using fewer colors. To change the number of colors displayed:

1. Point at the desktop and click with the secondary button.

2 Click **Properties**, and then **Settings**.

3 Change the Colors option and click **OK**.

For more information, see Windows Help.

A message indicates a problem with your display settings and that the adapter type is incorrect or the current settings do not work with your hardware.

Reduce the size of the color palette to one that is supported by the computer's internal display. To change the display properties:

1 Point at the desktop and click with the secondary button.

2 Click **Properties**, and then **Settings**.

3 Change a setting and click **OK**.

For more information, see Windows Help.

The display mode is set to Simultaneous and the external display device does not work.

Make sure the monitor is capable of displaying at resolutions of 800 x 600 or higher.

Disk drive problems

Problems with the hard disk or with a diskette drive usually show up as an inability to access the disk or as sector errors. Sometimes a disk problem may cause one or more files to appear to have garbage in them. Typical disk problems are:

You are having trouble accessing a disk, or one or more files appear to be missing.

Make sure you are identifying the drive by its correct name (A: or C:).

Run ScanDisk, which analyzes the directories, files and File Allocation Table (FAT) on the disk and repairs any damage it finds:

To run ScanDisk:

1. Click **Start**, point to **Programs**, **Accessories**, **System Tools** and click **ScanDisk**.
2. Click the drive you want to test.
3. Select the type of test you want to use.

   A thorough test is more complete but takes much more time than a standard test.
4. Click **Start**.

   ScanDisk tests the disk.

Your hard disk seems very slow.

If you have been using your computer for some time, your files may have become fragmented. Run Disk Defragmenter. To do this, click **Start**, point to **Programs**, **Accessories**, **System Tools**, and click **Disk Defragmenter**.

Your data files are damaged or corrupted.

Refer to your software documentation for file recovery procedures. Many software packages automatically create backup files.

You may also be able to recover lost data using utility software, which is available from your dealer.

Some programs run correctly but others do not.

This may be a software configuration problem. If a program does not run properly, review the program's hardware configuration requirements. Most software documentation lists the minimum hardware requirements. See Features and Specifications on page 201 to review the hardware configuration of this computer.

A diskette will not go into the diskette drive.

You may already have a diskette in the drive. Make sure the drive is empty.

You may be inserting the diskette incorrectly. Hold the diskette with the hub side facing down, and insert it so that the metal head window cover goes into the drive first.

The metal cover or a loose label may be obstructing the path into the drive. Carefully inspect the diskette. If the metal cover is loose, replace the diskette. If the label is loose, replace the label and try inserting the diskette again.

The computer displays the Non-system disk or disk error message.

If you are starting the computer from the hard disk, make sure there is no diskette in the diskette drive.

If you are starting the computer from a diskette, the diskette in the drive does not have the files necessary to start the computer. Replace it with a bootable diskette.

The drive can't read a diskette.

Try another diskette. If you can access the second diskette, the first diskette (not the diskette drive) is probably causing the problem. Run ScanDisk on the faulty diskette (for instructions, see Disk drive problems on page 178).

CD-ROM drive problems

You cannot access a disc in the drive.

Make sure the CD-ROM tray has closed properly. Press gently until it clicks into place.

Open the CD-ROM tray and remove the disc. Make sure the CD-ROM tray is clean. Any dirt or foreign object can interfere with the laser beam.

Examine the disc to see whether it is dirty. If necessary, wipe it with a clean cloth dipped in water or a neutral cleaner.

Replace the disc in the tray. Make sure it is lying flat, label side uppermost. Press the disc down until it locks on the spindle. Close the CD-ROM tray carefully, making sure it has shut completely.

You press the CD-ROM eject button, but the CD-ROM tray does not slide out.

Make sure the computer is connected to a power source and turned on. The CD-ROM drive eject mechanism requires power to operate.

If you need to remove a disc and cannot turn on the computer, use a narrow object, such as a straightened paper clip, to press the manual eject button. This button is in the small hole next to the CD-ROM eject button on the right side of the computer.

Some discs run correctly, but others do not.

If the problem is with an application CD-ROM, refer to the software's documentation and check that the hardware configuration meets the program's needs.

The color of the materials used to make the CD-ROM can affect its reliability. Silver-colored CD-ROMs are the most reliable, followed by gold-colored CD-ROM. Green-colored CD-ROMs are the least reliable.

Sound system problems

You do not hear any sound from the computer.

Adjust the volume control.

If you are using an external headphone or speakers, check that they are securely connected to your computer.

Check to ensure that the sound function is enabled.

The computer emits a loud, high-pitched noise.

This is feedback between the microphone and the speakers. It occurs in any sound system when input from a microphone is fed to the speakers and the speaker volume is too loud. Adjust the volume control.

Changing the settings for the Record Monitor feature in the Recording Control Utility (default Off), or the Mute feature in the Mixer Utility (default Enabled), may cause feedback. Revert to the default settings.

PC Card problems

PC Cards (PCMCIA-compatible) include many types of devices, such as a removable hard disk, additional memory, or pager.

Most PC Card problems occur during installation and setup of new cards. If you're having trouble getting one or more of these devices to work together, several sections in this chapter may apply.

Resource conflicts can cause problems when using PC Cards. See Resolving a hardware conflict on page 167.

Card Information Structure

When you insert a PC Card into a slot, the computer attempts to determine the type of card and resources it requires by reading its Card Information Structure (CIS). Sometimes the CIS contains enough information for you to use the card immediately.

Other cards must be set up before you can use them. Use the Windows Millennium Edition PC Card (PCMCIA) Wizard to set up the card. Refer to your Microsoft documentation for more information, or refer to the documentation that came with the PC Card.

Some card manufacturers use special software called *enablers* to support their cards. Enablers result in nonstandard configurations that can cause problems when installing the PC Card.

If Windows does not have built-in drivers for your PC Card and the card did not come with a Windows Millennium Edition driver, it may not work under Windows Millennium Edition. Contact the manufacturer of the PC Card for information about using the card under Windows Millennium Edition.

PC Card checklist

- Make sure the card is inserted properly into the slot.

  See Using PC Cards on page 76 for how to insert PC Cards.

- Make sure all cables are securely connected.
- Make sure the computer is loading only one version of Card and Socket Services.

- Occasionally a defective PC Card slips through quality control. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again, it may be defective.

Resolving PC Card problems

Here are some common problems and their solutions:

The slots appear to be dead. PC Cards that used to work no longer work.

Check the PC Card status:

1. Click the **My Computer** icon with the secondary button, then click **Properties**.

   The System Properties dialog box appears.

2. Click the **Device Manager** tab.

3. Double-click the device listed as your PC Card.

   Windows Millennium Edition displays your PC Card's Properties dialog box. This dialog box contains information about your PC Card configuration and status.

The computer stops working (hangs) when you insert a PC Card.

The problem may be caused by an I/O (input/output) conflict between the PCMCIA socket and another device in the system. Use Device Manager to make sure each device has its own I/O base address. See Fixing a problem with Device Manager on page 170 for more information.

Since all PC Cards share the same socket, each card is not required to have its own address.

Hot swapping (removing one PC Card and inserting another without turning the computer off) fails.

Follow this procedure before you remove a PC Card:

1. Click the **PC Card** icon on the taskbar.
2. Click **Stop *xxxx***, where *xxxx* is the identifier for your PC Card.

   Windows Millennium Edition displays a message that you may safely remove the card.
3. Remove the card from the slot.

The system does not recognize your PC Card or PCMCIA socket controller.

This problem may be caused by a low battery. Replace the battery with a fully-charged one or charge the battery fully as follows:

1. Make sure the computer is not in Standby mode. For more information, see Using diskettes on page 69.
2. Turn off the computer.
3. Connect the AC adapter and power cable.
4. Keep the computer plugged in for two to three hours with the power turned off.

If power is not the problem, try removing the card, and reinstalling it using the procedure in Using PC Cards on page 76.

The problem may also be caused by a conflict with any additional memory in your system. If you recently installed a memory expansion card, turn off the computer, remove the memory card, turn on the computer and try the PC Card again.

A PC Card error occurs.

Reinsert the card to make sure it is properly connected.

If the card is attached to an external device, check that the connection is secure.

Refer to the card's documentation, which should contain a troubleshooting section.

Printer problems

This section lists some of the most common printer problems.

The printer will not print.

Check that the printer is connected to a working power outlet, turned on and ready (on line).

Make sure the printer cable is firmly attached to the computer and the printer.

If your printer is ECP- or IEEE 1284-compliant, make sure you have an IEEE 1284 printer cable.

Check that the printer has plenty of paper. Some printers will not start printing when there are just two or three sheets of paper left in the tray.

Run the printer's self-test to check for any problem with the printer itself.

Make sure you installed the proper printer driver, as shown in Connecting a printer on page 38.

Try printing another file. For example, you could create and attempt to print a short test file using Notepad. If a Notepad file prints correctly, the problem may be in your original file.

Contact your network administrator if the printer is on your office network.

The printer will not print what you see on the screen.

Many programs display information on the screen differently from the way they print it. See if your program has a print preview mode. This mode lets you see your work exactly as it will print. Contact the software manufacturer for more information.

Modem problems

This section lists common modem problems.

The modem will not receive or transmit properly.

Make sure the RJ11 cable (the one that goes from the modem to the telephone line) is firmly connected to the computer's modem port and the telephone line socket.

Check the port settings to make sure the hardware and software are referring to the same COM port (look in Device Manager under Modems for the built-in modem).

Check the communications parameters (baud rate, parity, data length and stop bits) specified in the communications program. It should be set up to transmit at 300, 1200, 2400, 4800, 9600, 14400, 28800, 33600 bps (bits per second) or higher. Refer to the program's documentation and the modem manual for information on how to change these settings.

The modem is on, set up properly and still will not transmit or receive data.

Make sure the line has a dial tone. Connect a telephone handset to the line to check this.

The other system may be busy or off line. Try making a test transmission to someone else.

Develop good computing habits

Make sure you are prepared.

Save your work frequently.

You can never predict when your computer will lock, forcing you to close a program and lose unsaved changes. Many software programs build in an automatic backup, but you should not rely solely on this feature. Save your work! See Computing tips on page 60 for instructions.

On a regular basis, back up the information stored on your hard disk.

Here are some ways you can do this:

- Copy files to diskette in Windows Millennium Edition, following the steps in Saving your work on page 68.
- Connect a tape drive to the system and use specialized software to copy everything on the hard disk to a tape.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to diskette on a daily basis.

If you have installed your own programs, you should back up these programs as well as your data files. If something goes wrong that requires you to reformat your hard disk and start again, reloading all your programs and data files from a backup source will save time.

Read the user's guides.

It's very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how the computer and its software work together.

Get familiar with all the user's guides provided with your computer, as well as the manuals that come with the programs and devices you purchase.

Your local computer store or book store sells a variety of self-help books you can use to supplement the information in the manuals.

Using VirtualTech

VirtualTech is a suite of innovative support resources and tools installed on your computer. VirtualTech will make your computing experience easier and more fulfilling by assisting you when you have questions, run into problems, or need help with your computer or programs.

To access VirtualTech, double-click the VirtualTech icon located on your computer's desktop.

Following is a summary of the kinds of resources and tools VirtualTech has to offer:

- A library of solutions to common computer problems. These are arranged into easy to navigate topics like software, hardware and the Internet.
- A set of powerful support tools that can:
  - Retrieve system detailed hardware and software information whenever you need system configuration information.
  - Provide a real time view of your machine's condition and running applications.VirtualTech can take up to 10 "snapshots" of your applications to ensure you can restore your configuration and replace or repair damaged files.
  - Check and inform you of any updates whenever you go online. To load an update, click **yes**.

- Run a detailed system report that harvests and compiles your system's hardware and software information.
  This report is also accessible to Toshiba's InTouch Center technicians to reference when you place a call or send a question electronically.
- Direct you to Ask IRIS Online™, Toshiba's instant response information service where you can ask questions and receive answers.
- Send a message electronically with your questions directly to our InTouch Center. A representative will address your situation and contact you.

If you need further assistance

If you have followed the recommendations in this chapter and are still having problems, you may need additional technical assistance. This section contains the steps to take to ask for help.

Before you call

Since some problems may be related to the operating system or the program you are using, it is important to investigate other sources of assistance first.

Try the following before contacting Toshiba:

- Review the troubleshooting information in your Windows Millennium Edition documentation.
- If the problem occurs while you are running a program, consult the program's documentation for troubleshooting suggestions. Contact the software company's technical support group for their assistance.

- Consult the dealer from whom you purchased your computer and/or program. Your dealer is your best source for current information.

For the number of a Toshiba dealer near you in the United States, call: (800) 457-7777.

Contacting Toshiba

If you still need help and suspect that the problem is hardware-related, Toshiba offers a variety of resources to help you.

1. Start with accessing Toshiba on the Internet using any Internet browser by typing:
   www.pcsupport.toshiba.com
2. Next, try one of Toshiba's online services. The Toshiba Forum can be accessed through CompuServe® by typing:
   go toshiba

Toshiba voice contact

Before calling Toshiba, make sure you have:

- Your computer's serial number.
- The computer and any optional devices related to the problem.
- Backup copies of your Windows operating system and all other preloaded software on diskettes or CD-ROM.
- Name and version of the program involved in the problem along with its installation diskettes or CD-ROM.
- Information about what you were doing when the problem occurred.
- Exact error messages and when they occurred.

For technical support, call the Toshiba InTouch Center:

Within the United States at (800) 457-7777

Outside the United States at (949) 859-4273

Other Toshiba Internet Web sites

www.toshiba.com	Worldwide Toshiba corporate site
www.computers.toshiba.com	Marketing and product information in the USA
www.toshiba.ca	Canada
www.toshiba-Europe.com	Europe
www.toshiba.co.jp/index.htm	Japan

Toshiba's worldwide offices

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(1134) Buenos Aires
Argentina

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Toshiba (Australia) Pty. Limited
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Sydney
Australia

Austria
Toshiba Europe GmbH
Niederlassung Österreich
Landstraßer
Hauptstraße 2/259 a - c, A-1030
Wien, Austria

Belgium
Toshiba Information Systems
Benelux (Belgium) B.V.
Excelsiorlaan 40
B-1930 Zaventem
Belgium

Brazil
Semp Toshiba Informática
Silveria Rodrigues 52
05047-000 Sao Paulo
SP Brazil

Canada
Toshiba Canada Ltd.
191 McNabb Street
Markham, Ontario
L3R - 8H2
Canada

Central America & Caribbean
TechData Latin America
8501 NW 17th Street, #101
Miami, FL 33126
United States

Chile
CHS Promark Chile Ltda.
J. Joaquin Aguirre Luco 1339
Huechuraba
Santiago, Chile

Colombia
CHS Promark Colombia Ltda.
Carrera 129, Nro. 2957
Parque Industrial de Occidente
Bodega 30 - Zona Fontibón
Santa Fe de Bogotá, Colombia

Czech Republic
CHG Toshiba, s.r.o.
Hnevkovskeho 65
61700 Brno

Denmark
Scribona Danmark A/S
Naverland 27
DK2600 Glostrup
Denmark

Finland
Scribona TPC OY
Sinimäentie 14
P.O. Box 83
02630 ESPOO
Finland

France
Toshiba Systèmes (France) S.A.
7, Rue Ampère
92804 Puteaux Cédex
France

Germany
Toshiba Europe GmbH
Leibnizstraße 2
D-93055 Regensburg
Germany

Greece
Ideal Electronics S.A.
109 Syngrou Avenue
176 71 Kalithea
Athens
Greece

Hungary
Technotrade Kft.
Ö v utca 185
1147 Budapest
Hungary

Ireland
Same as United Kingdom

Italy
Progetto Elettronica 92 s.r.l.
Viale Certosa 138,
20156 Milano
Italy

Japan
Toshiba Corporation, PCO-IO
1-1, Shibaura 1-Chome
Minato-Ku, Tokyo, 105-8001
Japan

Luxembourg
Same as Belgium

Mexico
Toshiba de Mexico
Paseo de la Reforma no. 30,
4-Piso
Centro 06048 D.F.
Mexico City
Mexico

Morocco
C.B.I.
22 Rue de Béthune
Casablanca
Morocco

The Netherlands
Toshiba Information Systems
Benelux B.V.
Rivium Boulevard 41
2909 LK, Capelle a/d IJssel
The Netherlands

New Zealand
Toshiba (New Zealand) Pty. Limited
Level 4, 3 Ferncroft Street
Grafton Auckland
New Zealand

Norway
Scribona Norge A/S
Toshiba PC Service
Stalfjaera 20
P.O. Box 51
Kalbakken
0901 OSLO 9
Norway

Papua New Guinea
Fujitsu (PNG) Pty. Ltd.
P.O. Box 4952 Boroko
NCD, Papua
New Guinea

Poland
TECHMEX S.A.
ul. Partyzantów 71,
43-316 Bielsko-Biala
01-059 Warszawa
Poland

Portugal
Quinta Grande Assisténcia Técnica Informática, Lda.
Av. Moinhos no. 15A
Ur. Quinta Grande
2720 Alfragide
Portugal

Slovakia
HTC s.r.o.
Kukucinova 26
831 03 Bratislava
Slovakia

Slovenia
Inea d.o.o.
Ljubljanska 80
1230 Domzale
Slovenia

Spain
Toshiba Information Systems (España) S.A.
Parque Empresarial San Fernando
Edificio Europa, 1a Planta Escalera A
28831 (Madrid) San Fernando de Henares
Spain

Sweden
Scribona PC AB
Sundbybergsväegen 1
Box 1374
171 27 Solna
Sweden

Switzerland
Ozalid AG
Herostrasse 7
8048 Zürich
Switzerland

United Kingdom
Toshiba Information Systems (U.K) Ltd.
Toshiba Court
Weybridge Business Park
Addlestone Road
Weybridge KT15 2UL
United Kingdom

United States
Toshiba America Information Systems, Inc.
9740 Irvine Boulevard
Irvine, California 92618
United States

Venezuela
InterPC de Venezuela
Esquina Calle 4 y Calle 8
Edificio Tepal - Piso 3
La Urbina
Caracas 1073 - Venezuela

PART III

APPENDIXES

What is in Part III

This part provides additional technical information about your Satellite computer. Review this material if you have additional questions or need additional information.

Appendix A

Hot Keys

Hot keys are keys that, when pressed in combination with the Fn key, turn system functions on and off. Hot keys have a legend on or above the key indicating the option or feature the key controls.

Brightness adjustment

Fn +

This hot key increases the screen's brightness.

Fn +

This hot key decreases the screen's brightness.

Contrast adjustment

Fn +

This hot key increases the screen's contrast.

Fn +

This hot key decreases the screen's contrast.

Instant password security

Fn +

This hot key locks the keyboard and blanks the display. To resume working, if you have registered a user password, press **Enter**, type your password and press **Enter.** If you haven't registered a password, simply press **Enter**.

Sound

Fn +

This hot key cycles the different alarm volume levels: Off, Low, Medium, and High. Off is always first.

Power-on display

Fn +

This hot key cycles through the display options: Built-in Display Only, Simultaneous Display, and External Monitor Only.

Keyboard hot keys

Fn +

This hot key turns the cursor control overlay on and off.

Fn +

This hot key turns the numeric overlay on and off.

Fn +

This hot key turns the scroll lock feature on and off.

Appendix B

Features and Specifications

This appendix lists the features of the Satellite 1715XCDS computers and summarizes its specifications.

Built-in features

This section lists the computer's standard features and specifications.

Technology and processor

Microprocessor	600 MHz Intel® Celeron™ processor with an integrated coprocessor
Processor L1 cache	32 KB
Processor L2 cache	128 KB on-die
Bus clock speed	100 MHz front side bus

Main memory

Built-in memory	64 MB SDRAM expandable to 192 MB
Expansion memory	One expansion slot available for one Toshiba proprietary SDRAM module
Access speed	8 ns
Data / address bus width	64-bit / 14-bit

Storage capacity

Hard disk	2.5-inch Enhanced IDE drive and controller provides nonvolatile storage for 6.0 billion bytes
3.5-inch diskette drive	Accommodates both 1.44 MB high-density (2HD) and 720 KB double-density (2DD) diskettes
CD-ROM drive	Built-in 24X maximum speed CD-ROM drive CD-ROM compatibility: CD-ROM, CD-R, CD-RW (read only)

Standard hardware

Display panel	13.0-inch diagonal, DSTN dual scan display supporting up to16 million colors at 800 x 600 resolution
External display	Up to 16 million colors at 1280 x 1024 resolution
Video controller	ATI Mobility-EC graphics controller

Keyboard	85-key keyboard with 12 function keys and dedicated Windows key
Pointing device	The AccuPoint II pointing device provides the complete function of a mouse or other pointing device from within the keyboard
Sound	Crystal® 4281 PCI audio accelerator and 4279A Codec software wave table, supporting 16-bit stereo, Windows Sound System and SoundBlaster® Pro-compatible; built-in stereo speakers, headphone and microphone jacks
Communications	Integrated ITU V.90/K56 modem with RJ11 port
PC Card slots	Two stacked PC Card slots let you install two Type II PC Cards or one Type III PC Card Maximum slot thickness: 10.5 mm

Ports

Parallel port	An IEEE 1284 8-bit Enhanced Capability Port (ECP) for connecting a parallel device such as a printer. It provides increased performance when used with an ECP-compatible device
Monitor port	15-pin D-shell connector lets you connect an external video display, which is recognized automatically
PS/2 port	PS/2-compatible port allows you to connect a full-size keyboard or a PS/2 mouse.
Microphone jack	3.5 mm jack lets you connect an external microphone or other monaural audio input device

Headphone jack	3.5 mm jack lets you connect stereo headphones or external speakers
USB port	2 Universal Serial Bus ports for connecting USB peripherals
Modem port	Built-in RJ11 port

External power and the batteries

Power supply	45 watt external AC adapter; 90-264 VAC input voltage, 47-63 Hz 19V, 2.4A output
Main battery	Removable, rechargeable NiMH battery pack, 43 Wh, over 2 hours* life *Battery life and charge time vary depending on the applications, power-management settings, and features used.
RTC battery	NiMH battery provides power for the internal real-time clock and calendar
Intelligent power supply	Detects low battery charge and displays the time remaining
Automatic power off features	Saves battery power by automatically turning off the display, hard disk and system when they have not been accessed for a set length of time

Specifications

Physical dimensions

Weight	6.9 lbs (3.14 Kg)
Size	Width x Depth x Height 12.68 x 10.9 x 1.42 inches (322 x 277 x 36 front, 38.5 back mm)

Environmental conditions

	Operating	*Non-operating*
Temperature	41° to 95° F (5° to 35° C)	-4° to 149° F (-20° to 65° C)
Relative humidity	10% to 90% non-condensing	10% to 90% non-condensing
Altitude (relative to sea level)	0 to 10,000 feet	0 to 40,000 feet
Shock	60 G	80 G
Vibration	1.0 G	2.16 G

Optional accessories and devices

This section lists some options available for your computer. To order additional devices or accessories see the *Toshiba Accessories Catalog* or access the catalog online at www.toshibaaccessories.com.

Memory modules

32 MB	Toshiba proprietary SDRAM module
64 MB	Toshiba proprietary SDRAM module
128 MB	Toshiba proprietary SDRAM module

Power devices

Battery pack	Removable, rechargeable NiMH battery pack, 10.8V x 3800 mAh

Security

Cable	PORT-Noteworthy Computer Lock cable to deter computer theft

Other devices and accessories

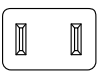
PC Cards	Many different Type II or Type III PC Cards are available for a wide variety of uses
Carrying case	Sturdy fabric or leather carrying case protects the computer while traveling

Appendix C

Power Cable Connectors

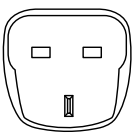
The Satellite computer features a universal power supply you can use worldwide. This appendix shows the shapes of the typical AC power cable connectors for various parts of the world.

USA and Canada



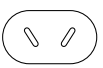
UL approved
CSA approved

United Kingdom



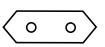
BS approved

Australia



AS approved

Europe



VDA approved
NEMKO approved

Glossary

TECHNICAL NOTE: Some features defined in this glossary may not be available on your computer.

Acronyms

The following acronyms may appear in this user's guide.

AC	alternating current
BIOS	basic input/output system
bps	bits per second
CD	compact disc
CD-ROM	compact disc read-only memory
CMOS	complementary metal-oxide semiconductor
COM1	communications port 1
COM2	communications port 2
CPU	central processing unit
DC	direct current
DMA	direct memory access

DIMM	dual inline memory module
DOS	disk operating system
DPI	dots per inch
DSTN	dual supertwist nematic
DVD	digital versatile (or video) disc
DVD-ROM	digital versatile (or video) disc read-only memory
ECP	enhanced capabilities port
EPROM	erasable programmable read-only memory
FAT	file allocation table
FCC	Federal Communications Commission
FIR	fast infrared
GB	gigabyte
HDD	hard disk drive
HTML	Hypertext Markup Language
I/O	input/output
IRQ	interrupt request
ISP	Internet service provider
KB	kilobyte
LAN	local area network
LCD	liquid crystal display
LPT1	line printer port 1 (parallel port)
LSI	large-scale integration
MB	megabyte
MIDI	Musical Instrument Digital Interface
PC	personal computer
PCI	Peripheral Component Interconnect
PCMCIA	Personal Computer Memory Card International Association
RAM	random access memory
RFI	radio frequency interference

ROM	read-only memory
RTC	real-time clock
SCSI	small computer system interface
SDRAM	synchronous dynamic random access memory
SRAM	static random access memory
SVGA	super video graphics adapter
TFT	thin film transistor
USB	universal serial bus
URL	universal resource locator
WAN	wide area network
www	World Wide Web

Terms

The following terms may appear in this user's guide.

A

active-matrix display—A liquid crystal display (LCD) made from an array of liquid crystal cells using active-matrix technology. Also known as a "TFT display," in its simplest form there is one thin film transistor (TFT) for each cell. This type of display works well with notebook computers because of its shallow depth and high-quality color. Active-matrix displays are viewable from wider angles than most passive-matrix displays.

adapter—A device that provides a compatible connection between two units. For example, the computer's internal display adapter receives information from the software and translates it into images on the screen. An adapter can take a number of forms, from a microprocessor to a simple connector. An intelligent adapter (one that is capable of doing some processing) may also be called a controller.

alternating current (AC)—The type of power usually supplied to residential and commercial wall outlets. AC reverses its direction at regular intervals. Compare *direct current (DC).*

application—A computer program that you use to perform tasks of a specific type. Applications include word processors, spreadsheets, and database management systems. See also *program*.

B

backup—A copy of a file, usually on a removable disk, kept in case the original file is lost or damaged.

basic input/output system (BIOS)—See *BIOS.*

baud rate—The speed at which a communication device, such as a printer or modem, transmits information. Baud rate is the number of signal changes per second (not necessarily the same as bits per second). See also *bits per second*.

BIOS (basic input/output system)—Basic instructions, stored in read-only memory (ROM), containing the information the computer needs in order to check hardware and load the operating system when you start up the computer.

bit:—Short for "binary digit." A bit is the smallest unit of information used by a computer. A group of eight bits is a byte. See also *byte*.

bits per second (bps)—A way of measuring the speed at which information is passed between two devices. The basic measure used in modem communications, bps is similar, but not identical, to the baud rate. See also *baud rate*.

boot—To start the computer. The term "boot" originates from bootstrap program (as in "pulling itself up by its bootstraps"), a program that loads and initializes the operating system. See also *reboot.*

boot disk—See *system disk.*

boot priority (startup sequence)—The order in which the computer accesses its disk drives to locate the startup files. Under the default startup sequence, the computer looks for the startup files in the diskette drive before checking the hard disk.

bus—An electrical circuit that connects the central processing unit (CPU) with other parts of the computer, such as the video adapter, disk drives, and ports. It is the pathway through which data flows from one device to another. See also *bus speed*, *frontside bus*.

bus speed—The speed at which the central processing unit (CPU) communicates with the other parts of the computer.

byte—A sequence of eight bits. A byte is the smallest addressable unit of data. See also *bit, gigabyte, kilobyte*, *megabyte*.

C

cache—A section of very fast memory in which frequently used information is duplicated for quick access. Accessing data from cache is faster than accessing it from the computer's main memory. See also *CPU cache, L1 cache, L2 cache.*

CD—An individual compact disc. See also *CD-ROM.*

CD-ROM (compact disc read-only memory)—A form of high-capacity storage that uses laser optics instead of magnetic means for reading data. See also *CD*. Compare *DVD-ROM.*

central processing unit (CPU)—The chip that functions as the "brain" of the computer. It takes information from outside sources, such as memory or keyboard input, processes the information, and sends the results to another device that uses the information.

character—Any letter, number, or symbol you can use on the computer. Some characters are non-printing characters, such as a paragraph break in a word-processing program. A character occupies one byte of computer storage.

chip—A small piece of silicon containing computer logic and circuits for processing, memory, input/output, and/or control functions. Chips are mounted on printed circuit boards.

click—To press and release the AccuPoint or AccuPoint II control button or mouse button without moving the AccuPoint or mouse. In Windows, this refers to the left mouse button or primary AccuPoint control button, unless otherwise stated. See also *double-click*.

color palette—A set of specified colors that establishes the colors that can be displayed on the screen at a particular time.

compatibility—The extent to which computers, programs, or devices can work together harmoniously, using the same commands, formats, or language as another.

configuration—(1) The collection of components that make up a single computer system. (2) How parts of the system are set up (that is, configured).

controller—A device that controls the transfer of data from a computer to a peripheral device and vice versa. For example, disk drives, monitors, keyboards, and printers all require controllers.

CPU—See *central processing unit (CPU).*

CPU cache—A section of very fast memory residing between the CPU and the computer's main memory that temporarily stores data and instructions the CPU will need to execute commands and programs. See also *cache, L1 cache, L2 cache.*

cursor—A symbol that indicates the current position on the screen. The shape of the cursor varies, depending on the program you're using and what you're doing.

D

default—The setting selected by a program when the user does not specify an alternative setting.

device—A component attached to the computer. Devices may be external (outside the computer's case) or internal (inside the computer's case). Printers, disk drives, and modems are examples of devices.

device driver—A program (called a "driver") that permits a computer to communicate with a device.

dialog box—An on-screen window displayed by the operating system or a program giving a direction or requesting input from the user.

direct current (DC)—The type of power usually supplied by batteries. DC flows in one direction. Compare *alternating current (AC).*

direct memory access (DMA)—A dedicated channel, bypassing the CPU, that enables direct data transfer between memory and a device.

directory—See *folder*.

disable—To turn a computer option off. See also *enable*.

disc—A round, flat piece of metal, designed to be read from and written to by optical (laser) technology, and used in the production of optical discs, such as CDs and DVDs. Compare *disk.*

disk—A round, flat piece of material that can be magnetically influenced to hold information in digital form, and used in the production of magnetic disks, such as diskettes and hard disks. Compare *disc.* See also *diskette, hard disk.*

disk drive—The device that reads and writes information and programs on a diskette or hard disk. It rotates the disk at high speed past one or more read/write heads.

diskette—A thin, flexible disk in a protective jacket that stores magnetically encoded data. Diskettes can be removed from the computer and come in two sizes: 5.25-inch and 3.5-inch. Your computer uses 3.5-inch diskettes. See also *double-density diskette, high-density diskette.*

document—Any file created with an application and, if saved to disk, given a name by which it can be retrieved. See also *file*.

double-click—To press the AccuPoint or AccuPoint II control button or mouse button rapidly twice without moving the AccuPoint or mouse. In Windows, this refers to the primary AccuPoint control button or left mouse button, unless otherwise stated.

double-density diskette—A 3.5-inch diskette that can hold up to 720 KB of information (half the capacity of a high-density diskette). See also *diskette, high-density diskette.*

download—(1) In communications, to receive a file from another computer through a modem or network. (2) To send font data from the computer to a printer. See also *upload*.

drag—To hold down the AccuPoint or AccuPoint II control button or mouse button while moving the cursor to drag a selected object. In Windows, this refers to the primary AccuPoint control button or left mouse button, unless otherwise stated.

driver—See *device driver*.

DVD—An individual digital versatile (or video) disc. See also *DVD-ROM*.

DVD-ROM (digital versatile [or video] disc read-only memory)—A very high-capacity storage medium that uses laser optics for reading data. Each DVD-ROM can hold as much data as several CD-ROMs. Compare *CD-ROM.*

E

emulation—A technique in which a device or program imitates another device or program.

enable—To turn on a computer option. See also *disable*.

executable file—A computer program that is ready to run. Application programs and batch files are examples of executable files. Names of executable files usually end with a .bat or .exe extension.

extension—See *file extension*.

external device—See *device.*

F

file—A collection of related information, saved on disk with a unique name. A file may be a program, information used by a program, or a document. See also *document.*

file allocation table (FAT)—The section of a disk that keeps track of the location of files stored on the disk.

file name—A set of characters that uniquely identifies a file within a particular folder. It consists of two parts: the actual name and the file name extension. See also *file extension*.

file extension—The three characters following the period (pronounced “dot”) at the end of a file name. The extension indicates the type of file. Examples are .exe for program files and .hlp for help files. See also *file name.*

folder—Also called directory. A container for organizing files saved to a disk. A folder is symbolized on screen by a graphical image (icon) of a file folder. A folder can contain files and other folders.

format—(verb) To prepare a blank disk for use with the computer's operating system. Formatting creates a structure on the disk so the operating system can write information to the disk or read information from it.

frontside bus—The primary pathway (bus) between the CPU and the computer's main memory. Also called "system bus." See also *bus.*

function keys—The keys labeled F1 through F12, typically located on the keyboard. Their function is determined by the operating system and/or individual programs.

G

gigabyte (GB)—A unit of data equal to 1,073,741,824 bytes (1024 x 1024 x 1024 bytes). See also *byte.*

ground—A conductor to which all components of an electric circuit are connected. It has a potential of zero (0) volts, is connected to the earth, and is the point of reference for voltages in the circuit.

H

hard disk—A storage device composed of a rigid platter or platters that can be magnetically coded with data. Hard disks hold much more information than diskettes and are used for long-term storage of programs and data. The primary (or only) hard disk in a computer is usually fixed, but some computers have secondary hard disks that are removable. By default, the hard disk is referred to as drive C.

hardware—The physical components of a computer system. Compare *software.*

Hibernation—A feature of many Toshiba notebook computers that saves to the hard disk the current state of your work, including all open files and programs, when you turn the computer off. When you turn on the computer again, your work is returned to the same state it was when the computer was turned off. See also *Standby, Suspend.*

high-density diskette—A 3.5-inch diskette that holds 1.44 MB of data. See also *diskette.*

hot key—(1) A feature in which certain keys in combination with the Fn key can set system options or control system parameters, such as the battery save mode. (2) A key or combination of keys that activates a memory resident program.

hot swapping—The ability to add or remove devices from a computer while the computer is running and have the operating system automatically recognize the change.

I

icon—A small image displayed on the screen that represents a function, file, or program.

interlaced—A method of refreshing a computer screen, in which only every other line of pixels is refreshed. Interlaced monitors take two passes to create a complete screen image. Compare *non-interlaced.*

internal device—See *device.*

Internet—The decentralized, world-wide network of computers that provides electronic mail, the World Wide Web, and other services. See also *World Wide Web.*

K

keyboard shortcut—A key or combination of keys that you use to perform a task instead of using a pointing device such as the AccuPoint or AccuPoint II.

kilobyte (KB)—A unit of data equal to 1024 bytes. See also *byte*.

L

L1 (level one) cache—Memory cache built into the processor to help improve processing speed. See also *cache, CPU cache, L2 cache.*

L2 (level two) cache—Memory cache installed on the motherboard to help improve processing speed. It is slower than L1 cache and faster than main memory. See also *cache, CPU cache, L1 cache.*

LAN (local area network)—A group of computers or other devices dispersed over a relatively limited area and connected by a communications link that enables any device to interact with any other on the network.

liquid crystal display (LCD)—A type of display that uses a liquid substance between two transparent electrode panels. When an electric current passes through the electrodes, the molecules in the liquid form a crystalline pattern that polarizes the light passing through it. A filter over the electrodes permits only non-polarized light to pass to the surface of the display, creating light and dark pixels.

load—To move information from a storage device (such as a hard disk) into memory for processing.

local area network—See *LAN.*

logical drive—A section of a disk that is recognized by the operating system as a separate disk drive. A system's logical drives may differ from its physical drives. For example, a single hard disk drive may be partitioned into two or more logical drives.

M

megabyte (MB)—A unit of data equal to 1,048,576 bytes (1024 x 1024 bytes). See also *bytes.*

memory—Typically refers to the computer's main memory, where programs are run and data is temporarily stored and processed. Memory can be volatile and hold data temporarily, such as RAM, or it can be nonvolatile and hold data permanently, such as ROM. A computer's main memory is RAM. See *RAM*, *ROM*.

microprocessor—See *central processing unit (CPU).*

MIDI (Musical Instrument Digital Interface)—A standard for connecting musical instruments, synthesizers, and computers. The MIDI standard provides a way of translating music into a form computers can use, and vice versa.

modem—Short for "modulator/demodulator." A device that converts information from digital to analog and back to digital, enabling information to pass back and forth between digital computers and analog telephone lines.

motherboard—The main circuit board in the computer. It contains the processor, memory, and other primary components.

MS-DOS prompt—See *system prompt.*

multimedia—A combination of two or more media, such as sound, animation, and video in a computer program or presentation.

Musical Instrument Digital Interface—See MIDI.

N

network—A collection of computers and associated devices that are connected by communications facilities. A network allows you to share data and peripheral devices, such as printers, with other users and to exchange electronic mail.

non-interlaced—A method of refreshing a computer screen, in which each pixel of every line is refreshed as the electron beam scans across and down the screen. Compare *interlaced.*

non-system disk—A disk for storing programs and data that cannot be used to start the computer. Compare *system disk*.

O

online—Available through the computer. Online may refer to information being read from your own computer's hard disk, such as online documentation or online help, or to information coming from another company on a company network or the Internet.

operating system—A set of programs that controls how the computer works. Examples of operating systems are Windows 98 Second Edition and Windows 2000.

P

palette—See *color palette.*

parallel—Processes that occur simultaneously. In communications, it means the transmission of more than one bit of information at a time. On your computer, the parallel port provides a parallel communications interface between the computer and an appropriate device. Most modern printers are parallel. Compare *serial.*

password—A unique string of characters entered by a user to verify his or her identity to the computer or the network.

PC Card—A credit-card-sized expansion card designed to increase the capabilities of notebook computers. PC Cards provide functions such as modem, fax/modem, hard disk drive, network adapter, sound card, or SCSI adapter.

peripheral—Any device, such as a printer or joystick, that is attached to the computer and controlled by the computer's CPU.

pixel—Short for "picture element." The smallest dot that can be produced on a screen or printer.

Plug and Play—Generally, refers to the computer's ability to automatically configure itself to work with peripheral devices. When capitalized, refers to a standard that, when followed by a device manufacturer, allows a PC to configure itself automatically to work with the device.

pointing device—Any device, such as the AccuPoint/Accupoint II or a mouse, that enables you to move the cursor on the screen.

port—A socket on the computer where you plug in a cable for connection to a network or a peripheral device.

processor—See *central processing unit (CPU)*.

program—A set of instructions that can be executed by a computer. The general classes of programs (also called software) are operating system, application, and utility. See also *operating system, application, utility.*

properties—The attributes of an object or device. For example, the properties of a file include the file's type, size, and creation date.

R

RAM (random access memory)—Volatile memory that can be written to as well as read. By volatile, we mean that information in RAM is lost when you turn off your computer. This type of memory is used for your computer's main memory. See also *memory.* Compare *ROM.*

random access memory—See *RAM.*

read-only memory—See *ROM.*

reboot—See *boot*, *restart*.

removable disk—A disk that can be removed from a disk drive. A diskette is one example of a removable disk.

resolution—A measure of the sharpness of the images that can be produced by a printer or displayed on a screen. For a printer, resolution is expressed in dots per inch (dpi). For a screen, it is expressed as the number of pixels available horizontally and vertically.

restart—Synonymous with reboot. To reset the computer by reloading the operating system without turning the computer off. See also *boot*.

RJ11—A modular connector used on most U.S. telephone systems and direct-connect modems. The RJ11 connector is a 6-wire connector.

ROM (read-only memory)—Non-volatile memory that can be read but not written to. By non-volatile, we mean that information in ROM remains whether or not the computer is receiving power. This type of memory is used to store your computer's BIOS, which is essential instructions the computer reads when you start it up. See also *BIOS, memory.* Compare *RAM.*

S

select—To highlight or otherwise specify text, data, or graphics with the intent to perform some operation on it.

serial—Processes that occur one at a time. In communications, it means the transmission of one bit at a time sequentially over a single channel. Compare *parallel.*

shortcut—See *keyboard shortcut*.

software—See *program.* Compare *hardware.*

Standby—A feature of some Windows operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

Suspend—A feature of some Windows operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

system disk—A diskette that contains the operating system files needed to start the computer. Any diskette can be formatted as a system disk. A system disk is also called a "bootable disk" or a "startup disk." Compare *non-system disk.*

system prompt—The symbol (in MS-DOS, generally a drive letter followed by a "greater than" sign) indicating where users are to enter commands.

T

TFT display—See *active-matrix display.*

U

universal serial bus (USB)—A serial bus that supports a data transfer rate of up to 12 Mbps (12 million bits per second). USB can connect up to 127 peripheral devices through a single all-purpose USB port. USB allows hot swapping of peripherals. See also *bus, hot swapping, serial.*

upload—To send a file to another computer through a modem or network. See also *download*.

USB—See *universal serial bus (USB).*

utility—A computer program designed to perform a narrowly focused operation or solve a specific problem. Utilities are often related to computer system management.

W

Web—See *World Wide Web*.

World Wide Web (www)—The worldwide network of Web sites linked together over the Internet. A user of the Web can jump from site to site regardless of the location of the computer hosting the site. See also *Internet.*

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